



**ON/OFF ROAD VEHICLE/EQUIPMENT REPLACEMENT
AND NEW VEHICLE/EQUIPMENT PURCHASE PROCEDURE
(OPS-P001)
Clarksville-Montgomery County School System**

1.0 SCOPE:

- 1.1 This procedure outlines the process for replacing on and off road vehicles/equipment and purchasing new vehicles/equipment for CMCSS Operations Complex.

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Maintenance and Transportation Managers

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Operations Officer

4.0 DEFINITIONS:

- 4.1 None.

5.0 PROCEDURE:

- 5.1 The need to replace vehicle/equipment is identified by the Maintenance or Transportation Manager using the following criteria:
 - 5.1.1 For On Road Vehicles the criteria is the:
 - 5.1.1.1 Condition of vehicle and maintenance cost for continued use of vehicle,
 - 5.1.1.2 Normal lifecycle of vehicle under normal use is:
 - 5.1.1.2.1 Maintenance vehicles 15-17 years or over 150,000 miles, and
 - 5.1.1.2.2 School Buses 15 years or less years of service or buses with 150,000 miles or less of recorded travel and a maximum of 17 years in service.
 - 5.1.2 For Off Road equipment/vehicles the criteria is the:
 - 5.1.2.1 Condition of equipment/vehicle and maintenance cost for continued use,
 - 5.1.2.2 Normal lifecycle of vehicle and/or hours of operation and type of service vehicle/equipment performs:
 - 5.1.2.2.1 Lifecycle for farm tractors 7-8 years, backhoes 8-10 years, finish mowers 5-7 years, and Bobcat 7-8 years.
- 5.2 The need for the initial purchase of a new vehicle is determined by Maintenance or Transportation Manager based on workload requirements and existing vehicle/equipment availability.
- 5.3 New vehicle/equipment is requested in operating budget through routine budgeting process with justification provided.



**ON/OFF ROAD VEHICLE/EQUIPMENT REPLACEMENT
AND NEW VEHICLE/EQUIPMENT PURCHASE PROCEDURE
(OPS-P001)**

Clarksville-Montgomery County School System

5.4 Once funding is approved in operating budget the vehicle/equipment is procured through competitive bid process as outlined in PUR-P004 with specification issued for each vehicle/equipment being purchased.

6.0 ASSOCIATED DOCUMENTS:

6.1 [PUR-P004](#) Formal Bid Procedure

6.2 TN State Board of Education: Rules, Regulations and Minimum Standards for the Governance of Tennessee Public Schools

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Bid documents	Purchasing Office			
Vehicle documents	Hard Copy	Life of the vehicle	Discard as desired	Locked vehicle maintenance supervisor's office
Vehicle documents	Electronic	Life of the vehicle	Delete	Main Frame

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
9/20/04		Initial Release
4/12/05	A	Clarify 5.1.1.2.2 and add 6.2

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

***** End of Procedure *****

