

CITY OF DELTONA

ADMINISTRATIVE POLICY AND PROCEDURE

EFFECTIVE DATE 11/1/2015	POLICY NUMBER CW10-03	PAGE NUMBER 1 of 2	SUPERSEDES POLICY Date: 10-01-2009
Subject: City Vehicle/Equipment Replacement Guidelines		Approved by: _____ City Commission via Jane Shang, City Manager _____ Date	

PURPOSE:

To establish policy to ensure that the full service life of each City vehicle or item of equipment is achieved and that uniform guidelines are implemented among all departments. It is important to remember that regardless of what criteria is or is not met, if the vehicle or equipment is mission critical the mission **cannot** be jeopardized.

POLICY:

Service life of City assets should be a matter of policy, and the guidelines are dependent upon frequency of use, travel distance, and nature or type of incident usage. It shall be the policy of the City that the replacement of all motor vehicles shall be **normally** based on the following schedule:

	Miles	Years	Hours
Vehicles (Cars, Pickup Trucks 1/4 or 3/4 Ton)	100,000	10	7,500
Heavy Trucks (1 Ton and larger) - Gas	100,000	10	8,000
Heavy Trucks (1 Ton and larger) - Diesel	125,000	12	8,000
Heavy Equipment (Backhoe, loader, tractor)	-	10	4,000
Trailers (Utility, enclosed, flatbed, etc)	-	8	-
Vactor Trucks	-	9	-
Off Road Equip. - Light Duty (Gators)	-	7	3,000
Off Road Equip. - Heavy Duty (Kubotas, Toros)	-	7	4,000
Grounds & Small Engine Equipment (mowers)	-	6	3,000
 Fire Apparatus	 10 years front line / 5 years reserve, 7,500 hrs.		
Rescue Vehicles - Light Duty	7 years front line / 3 years reserve, 7,500 hrs.		
Rescue Vehicles – Medium Duty	10 years front line / 3 years reserve, 7,500 hrs.		

Vehicles showing deterioration, high maintenance costs, or frequent failures should be replaced by the recommendation of the Public Works Department. A written recommendation will be developed for the asset to identify why the normal schedule does not apply (i.e. the repair cost is more than the value, etc.). Equipment will be evaluated by four criteria: age, mileage, general overall condition and maintenance cost. Investigation of these criteria will determine which units are eligible for replacement consideration outside of the normal schedule.

1. Year of Vehicle: Chronological age, based on “in-service date” of the vehicle.
2. Mileage: Review of miles and hours of operation.

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3. General Overall Condition: This category takes into consideration the condition of the body, rust, interior condition, vehicular accident status, anticipated repairs, etc.

4. Maintenance Cost: The maintenance cost figure includes all repair costs minus any costs associated with accident repairs.