

## Vehicle and Equipment Disposal Policy

### Policy Statement

Vehicle and equipment disposal and method of disposal shall be approved by the Chief Administrative Officer based on recommendations from the Director of Infrastructure.

Disposal shall be based on disposal guidelines, economics, obsolescence, or lack of requirement.

Units may be disposed of by trade in, consignment, tender, auction or direct sale.

Funds from disposal of fleet tangible capital assets will be according to Policy 61- Tangible Capital Assets.

### Guidelines

All vehicles and equipment when purchased are programmed for replacement by using parameters that include mileage and/or hours of use and time in years.

Note - Replacement parameters are to be used as a guide only. Premature or extended unit life may occur, due to condition or job requirements.

### Fleet Replacement Parameters

Disposal parameters are documented in administrative procedures and reviewed on a regular basis.

### Methods of Vehicle and Equipment Disposal

Vehicles and equipment may be disposed of by:

1. Trade in on a new or similar unit.
2. Consignment to a larger dealer at a set price for a given length of time.
3. Tender sale as advertised in local newspapers.
4. Auction either Town operated or as consigned to a large auction house.
5. Direct sale as advertised and sold outright for a predetermined price.

If an asset is to be tendered for sale;

- (a) A reserve price may be put on the tender;
- (b) A clause stating that the highest, or any tender, may not be accepted will be part of the tender documents.
- (c) The Chief Administrative Officer reserves the right to reject incomplete tenders.

The recommendation for method of sale will be influenced by the type of equipment being sold, economic conditions, or time of year to be sold.

Dated this 21 day of June, 2023.

THE TOWN OF BRUDERHEIM

PER:   
Phyllis Forsyth, CLM  
Chief Administrative Officer

**Review**

Replaces Resolution Number:	155/2016
Last review Date:	July 6, 2016
Next Review Date:	June 2025