



CITY OF WEST KELOWNA

COUNCIL POLICY MANUAL

Pages: 1 of 7

Approval Date: February 8, 2022

DEPARTMENT:	Parks and Fleet Operations Department
SUBJECT:	Vehicle and Equipment Acquisition, Replacement and Disposal Policy

Policy Statement

The City of West Kelowna (CWK) Parks and Fleet Operations Department is responsible for the management of all vehicles and equipment (CWK Fleet). This responsibility includes the acquisition, replacement and disposal of all CWK Fleet.

The acquisition, replacement and disposal of CWK Fleet will be undertaken in accordance with this policy by taking into account the individual department's needs, the type and age of the existing unit, maintenance and hourly rates of any proposed unit, budget, best value, fuel economy, size, and available alternatives prior to purchase.

Staff will strive to ensure that the CWK is a leader in the purchase of fuel efficient fleet. This may include vehicles or equipment powered by alternative fuels.

The Parks & Fleet Operations Department will provide Council with a report on any additional costs that may be incurred if a fuel-efficient vehicle or equipment is recommended.

Procedure

Subject to the department's needs, budget constraints and the guiding principles of this policy, the Parks & Fleet Operations Manager and/or the Purchasing Manager may provide recommendations on the acquisition, replacement and ultimate disposal of any CWK Fleet unit.

The Parks & Fleet Operations Manager will:

- ensure that all CWK Fleet is safe, cost effective and meets the needs of the user department(s),
- determine "best value" when selecting the type of vehicle or equipment to be purchased,
- be responsible to work with the departments to purchase fuel efficient vehicles taking advantage of new technologies and lower emissions,
- prioritize the purchase of smaller vehicles with electric, 4 cylinder or hybrid technology, and
- work with the Fire Chief to ensure that the specialized equipment required by the Fire Department meets modern firefighting methods and meets all pertinent firefighting rules and regulations-- such as NFPA, ULC, CSA, etc.

Objectives

The key objectives of this policy are:

- to maintain an effective, efficient and safe fleet,
- to ensure all CWK Fleet meet safety codes and regulations,
- to purchase the most fuel efficient vehicles possible that will meet the needs of the requesting department,
- to ensure the best value is attained on all purchases, and
- to ensure obsolete or excess CWK Fleet is disposed of with integrity and maximizes the value to the CWK.

Definitions

In this policy,

- “CWK Fleet” means all the vehicles and equipment owned by the CWK, and
- “Equipment” means all equipment that is mobile.

Responsibilities

1. Council shall set and adopt the CWK Fleet acquisition budget and approve and amend the Vehicle and Equipment Acquisition, Replacement and Disposal Policy.
2. The purchase, replacement or disposition of all CWK Fleet must be appropriately approved by the Department Director and the Chief Administrative Officer as per the CWK’s Purchasing Policy.
3. The Parks and Fleet Operations Manager shall take responsibility for working with the various user groups within the CWK to manage the CWK Fleet budget and be the lead on the implementation of the Vehicle and Equipment Acquisition, Replacement and Disposal Policy.

Vehicle or Equipment Replacement Process

1. CWK Fleet replacements are funded by the “Equipment Reserve Fund”. These funds are for the replacement of existing CWK Fleet and are generated through taxes.
2. First time purchases or additions to the CWK’s Fleet cannot be financed with the equipment reserve fund and furthermore, all new and replaced CWK Fleet must be approved by Council through a Capital budget request.
3. Service Life Guidelines – Table 1 shows typical trigger points for various types of CWK Fleet that will be used to commence the detailed review of CWK Fleet for replacement.

TABLE 1		
VEHICLE TYPES	Replacement Trigger Points	
Description	In Service Years	Km or Hours
Light Duty Car – Economy, gas	12	160,000 km
Light Duty Car – Hybrid gas & electric	12	160,000 km
Light Duty Car - Electric	8	160,000 km
Light Duty Car / Van – Mid Size	12	160,000 km
Light Duty Van – Full Size	12	160,000 km
Light Duty Truck - ¼ Ton	12	160,000 km
Light Duty Truck - ½ Ton Gas	12	160,000 km
Light Duty Truck -1/2 Ton Electric	8	160,000 km
Light Duty Truck – ¾ Ton	12	160,000 km
Light Duty Truck – 1 to 5 Ton	12	160,000 km
Heavy Duty Truck – 5 Ton	12	8,000 hours
Heavy Duty Truck – Single Axle Dump	10	8,000 hours
Heavy Duty Truck – Tandem Axle Dump	10	9,000 hours
Bucket Truck	15	10,000 hours
Sewer Flush Truck	10	10,000 hours
Fire Truck – Engines, Ladders	20	10,000 hours
Fire Truck - Medium Rescue	12	8,000 hours
Loader	14	10,000 hours
Rubber Tire Backhoe	6	5,000 hours
Mini-Excavator	8	8,000 hours
Parks Tractor	12	6,000 hours
Trailer	15	n/a
Ice Resurfacers	10	7,000 hours
Forklift	15	7,500 hours
Beach Cleaner	12	n/a
Compost Screener	20	12,000 hours
Grader	15	10,000 hours
Street Sweeper	10	8,000 hours
Boat	20	7,500 hours
Woodchipper	10	4,000 hours
EQUIPMENT TYPES		
Equipment – Light <ul style="list-style-type: none"> • Lawn Mower • Chainsaw • Rototiller • Compactor • Weed Eater • Leaf Blower • Small Pump • Small Generator 	5	n/a
Equipment – Medium <ul style="list-style-type: none"> • Sidewalk Sweeper • Rotary Mower • Compressor • Leaf Vac • Sander Unit • Top Dresser 	8	3,000 hours

4. Criteria for replacement – In the fall of each year, prior to budget preparation, the CWK’s Head Mechanic will provide the Parks & Operations Manager with a list of CWK Fleet that have reached the trigger points of either years of service or total kilometers.
 - a. Based on this list, the Parks & Fleet Operations Manager will have a CWK FLEET REPLACEMENT GUIDELINE SCORING SHEET filled out for each replacement candidate as per Appendix A.
 - b. In consultation with the Head Mechanic, the CWK Fleet service life may be extended at the Parks & Fleet Operations Manager’s discretion. An extension may be considered for reasons such as:
 - the unit scores high but is still in reasonable condition,
 - the unit is in reasonable condition and has a low annual usage,
 - the unit is not critical for infrastructure maintenance or emergency response,
 - an expensive unit such as a Fire Department pumper truck is scheduled for replacement and other replacements need to be deferred for budgetary reasons, or
 - the unit can be repurposed to an area of less intensive use, e.g. summer student use or term employees, and the unit’s useful life extended.
5. When addressing CWK Fleet replacement requests, the following will be considered:
 - user departments current and forecasted needs,
 - estimated use,
 - rental availability,
 - can the employee be paid mileage and use own vehicle,
 - are there opportunities to share with or transfer to other departments,
 - efficiency – fuel and usage,
 - environmental effects, and
 - compliance with the Emissions Reduction Policy.

Disposal of Equipment

The Purchasing Manager shall determine the most cost effective method of disposing of obsolete or surplus CWK Fleet.

New CWK Fleet Requests – Not Replacing Existing CWK Fleet

1. All new or additional CWK Fleet requests are to be treated as Capital budget requests and therefore must be supported by the Director of the respective CWK Division.
2. A CWK Fleet Acquisition Request Form (Appendix B) is required for all new or additional CWK Fleet requests.
3. The process to request new or additional CWK Fleet is as follows:
 - i. Fill out the CWK Fleet Acquisition Request Form (Appendix B) no later than one month prior to the “Capital Budget submission deadline,
 - ii. Division Director to approve and sign,
 - iii. Forward the signed form to the Parks & Fleet Operations Manager for review,

- iv. The request to be included as a Capital budget item for upcoming annual budget,
 - v. Council approve or deny Capital request, and
 - vi. Once the supplemental request is supported, the Parks & Fleet Operations Manager will work with the Purchasing Manager and the department(s) on the detailed specifications for the unit.
4. If a CWK Fleet unit is requested at a time other than annual budget, the same procedure is to be followed with the exception that the request will be submitted as a supplemental request to the amended annual budget.
5. Annual operating costs shall be budgeted by the department requesting the CWK Fleet unit. Suggested hourly or yearly costs will be outlined on the CWK Fleet Acquisition Request Form.

APPENDIX A

CWK FLEET REPLACEMENT GUIDELINE SCORING SHEET

Inspection date: (yy/mm/dd) _____ / _____ / _____ Inspector: _____

Unit number: _____ VIN: _____

Vehicle description: _____ In-service date: _____

Kilometers or Hours: _____ Dept. Assigned to: _____

Primary Vehicle (Vital for CWK Operations) _____ Secondary Vehicle (Pool Vehicle) _____

FACTOR	DESCRIPTION	POINTS	
Age	One point for every year of service from "in-service" date		
Miles/Hours	One point for every 20,000 kms. Or 2,000 hours of use		
Type of Service	1 to 5 points based on type of service		
	Constant Heavy Use (eg. Utilities)	5 Points	
	Occasional Heavy Use (eg. Parks)	4 Points	
	Medium Use (eg. Engineering, Inspections)	3 Points	
	Light Use (eg. By-Law, Building, Planning)	2 Points	
	Administrative Use (eg. Pool Vehicles)	1 Points	
Reliability	Frequency of Repairs (in addition to regular preventative maintenance.)		
	Pending major repairs	10 Points	
	In shop once per month	8 Points	
	In shop every 2 months	6 Points	
	In shop every 4 months	4 Points	
	In shop every 6 months	2 Points	
	In shop once per year	1 Point	
Condition	General Exterior Appearance Integrity of Interior Rust, Dents etc.	Good	1 Point
		Fair	3 Points
		Poor	5 Points
Deduction	Deduct 5 Points for a Secondary Use Vehicle		
	Deduct 5 Points if vehicle is still under manufacturer's warranty		
TOTAL POINTS			

Points Ratings	Under 20	Condition 1	Excellent
	20 to 25	Condition 2	Good
	26 to 30	Condition 3	Fair
	31 to 35	Condition 4	Poor (consider replacement)
	Over 35	Condition 5	Replace
	Over 35	Condition 6	Repurposed
Inspector's Comments:			

APPENDIX 'B'
 CWK FLEET ACQUISITION REQUEST FORM

DATE:	REQUESTOR:
DEPARTMENT:	COST CENTRE: GL CODE:

SECTION A: VEHICLE REQUEST

Fleet expansion or vehicle replacement	<input type="checkbox"/> Expansion <input type="checkbox"/> Replacement <i>(Complete Section E for Expansion Requests)</i>
Vehicle use term	<input type="checkbox"/> Year Round Use <input type="checkbox"/> Temporary/Seasonal: Please specify which months, the vehicle will be in use for: _____
Primary use	<input type="checkbox"/> Individual Operator <input type="checkbox"/> Shared Use (Group) Name of operator/group: _____ Primary Location/Zone: _____

SECTION B: VEHICLE TO BE REPLACED

Unit No. _____ **Make:** _____ **Model:** _____ **Year:** _____

VIN: _____ **Current Odometer:** _____ **Annual KMs Driven:** _____

Operator/Group: _____ **Location:** _____

Vehicle to be: Sold at Auction Sold to Dealership Sold Online Minimum Bid/Sale Price: _____

Fuel Type: Gasoline Diesel EV (electric vehicle) HEV (hybrid electric vehicle)
 PHEV (plug-in hybrid electric vehicle) Other (*specify fuel type*): _____

Does the vehicle have damage? (*Summarize damages*):

SECTION C: REQUESTED VEHICLE

Annual kms driven	<i>(Estimated; Could be the same as section B)</i>
Vehicle category	<input type="checkbox"/> Light Duty (GVW of 3,856 kg or less) <input type="checkbox"/> Medium Duty (GVW between 3,856 kg and 4,536 kg) <input type="checkbox"/> Heavy Duty (GVW over 4,536 kg) <input type="checkbox"/> Fire Truck (Engine/Tender) <input type="checkbox"/> Other <i>(please specify)</i> : _____
Fuel type	<input type="checkbox"/> Gasoline <input type="checkbox"/> Diesel <input type="checkbox"/> EV (electric vehicle) <input type="checkbox"/> HEV (hybrid electric vehicle) <input type="checkbox"/> PHEV (plug-in hybrid electric vehicle) <input type="checkbox"/> Other <i>(specify fuel type)</i> : _____
Electric chargers <i>(Only if purchasing an EV)</i>	Is a charger available for this vehicle at the primary location: <input type="checkbox"/> Yes <input type="checkbox"/> No Which level of charger is available: <input type="checkbox"/> Level 1 – 120 volts <i>(adds 5-9 kms of driving range / hour charge time)</i> <input type="checkbox"/> Level 2 – 240 volts <i>(adds 25-40 kms of driving range / hour charge time)</i> <input type="checkbox"/> Level 3 – 400 volts <i>(adds 300+ kms of range / hour charge time)</i>
Additional options <i>(Check all that apply)</i>	SEDAN/HATCHBACK <input type="checkbox"/> Compact <input type="checkbox"/> Mid-Size <input type="checkbox"/> Hatchback <input type="checkbox"/> Full-Size <input type="checkbox"/> Station Wagon <input type="checkbox"/> Plug-In Electric SUV <input type="checkbox"/> Compact <input type="checkbox"/> Mid-Size <input type="checkbox"/> Full-Size VAN <input type="checkbox"/> Minivan <input type="checkbox"/> 12-Passenger <input type="checkbox"/> Cargo TRUCK (check all that apply) <input type="checkbox"/> Cab & Chassis w/Dump Body <input type="checkbox"/> Regular Cab <input type="checkbox"/> Extended Cab <input type="checkbox"/> Crew Cab <input type="checkbox"/> Short Box <input type="checkbox"/> Long Box <input type="checkbox"/> AWD/4WD <input type="checkbox"/> Snowplow <input type="checkbox"/> Lightbar <input type="checkbox"/> Cab Office/laptop stand <input type="checkbox"/> Bedliner <input type="checkbox"/> Step Boards <input type="checkbox"/> Security Divider <input type="checkbox"/> Canopy <input type="checkbox"/> Headache Rack <input type="checkbox"/> Back-up alarm <input type="checkbox"/> Back-up camera <input type="checkbox"/> Fire Services Equipment: _____ <input type="checkbox"/> Tow pkg w/Min. GVWR of _____ lbs. <input type="checkbox"/> Toolbox <i>(specify style)</i> : _____

<p>Additional options <i>(Check all that apply)</i></p>	<p><input type="checkbox"/> Other: _____</p> <p><input type="checkbox"/> Other: _____</p> <p><input type="checkbox"/> Other: _____</p>
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SECTION D: Alignment with CWK Vehicle Emissions Policy
This section is to be completed by the purchasing team (incl. operator, supervisor, manager).

<p>Functional Statement</p> <p><i>(State the scope of work for this vehicle. Ensure the scope of work aligns with the level of service required by your department)</i></p>	
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<p>Green Vehicle and Equipment Policy Principles:</p>	<p>Describe how your vehicle specification (new vehicle) meets the principles of the Vehicle Emissions Policy.</p> <p>Environmentally Sustainable:</p> <p>Efficient Operations <i>(meets operational needs)</i>:</p> <p>Financially Sustainable:</p>
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SECTION E: ADDITIONAL JUSTIFICATION FOR EXPANSION VEHICLES

This section must be completed for expansion vehicle requests.

Reason for Expansion: Check all that apply and then describe in detail in the space provided below:

- New Regulatory Requirements
- Providing an increased level of service
- Department/Corporate change in strategic direction
- Expansion of service (incl. land purchase, facility purchase)
- Other: _____
- _____
- _____
- _____
- _____

SECTION F: APPROVAL OF DEPARTMENT

	Signature	Printed Name	Date
Supervisor			
Fleet Manager			
Purchasing Manager			

For Fleet, Finance, and Purchasing Use**New Vehicle Information**

Unit No.:	PO No:	PO Issue Date:
RFP/RFQ No & Lot No:	Vehicle Make/Model Accepted:	Cost (incl. OH & GST)
Bill of Sale and Invoice to AP: <input type="checkbox"/> Yes	Cheque issue date:	Fleet Binder Ready: <input type="checkbox"/> Yes
Gas Card No.:	Plate No:	

Vehicle Sale Information (replaced vehicle)		
Date of Sale:	Location of sale (auction, online etc.):	Sale price
Bills of sale and payment to A/P (Finance) <input type="checkbox"/> Yes	Insurance cancelled: <input type="checkbox"/> Yes	
Sale price before taxes:	GST:	PST:
Buyer/Seller Name:		
Is the buyer/seller a register Dealer (Y/N)? <i>(Has a dealer# on the transfer form)</i>		

EMAIL COMPLETED FORM TO Operations@westkelownaCWK.ca