



## **Vehicle & Equipment Management Procedure**

### **I. Purpose**

The purpose of this procedure is to define the requirements for vehicle procurement in the City of Hendersonville.

### **II. Location of Documents**

All relevant documents for the Vehicle & Equipment Management Procedure can be found on the Employee Hub.

### **III. Procedure**

The following process should be followed before ordering the new vehicle:

#### **a) Underutilization**

The Management Analyst or Sustainability Manager will conduct an annual vehicle utilization analysis to identify vehicles that are driven less than 2,000 miles per year and are deemed to be underutilized. This information will be shared with the relevant department head for consideration on vehicle ownership justification.

#### **b) Cost Justification**

The Sustainability Manager shall provide a 7 year (or other time span following the vehicle's replacement schedule) cost justification for all light-duty vehicles submitted with the Capital Improvement Plan, CIP request, subject to exemptions referenced in the Vehicle Use Policy.

#### **c) Replacement**

Vehicles will be considered for replacement if they meet the criteria outlined in the [Vehicle Procurement & Replacement Form](#).

d) Disposal/Resale Process:

1. All seals, decals, and equipment are removed from vehicles before resale if possible.
2. The Finance Department and Risk & Safety Officer should be notified of vehicle assets being removed or sold.
3. The license plate will be removed and returned to the North Carolina Department of Motor Vehicles.
4. Vehicles and equipment shall be sold following City Purchasing and Contracting policies.

e) Procurement:

Vehicle procurement: All departments requesting a vehicle, whether new or a replacement, are required to fill out the [Vehicle Procurement & Replacement Form](#).

f) Amendments to Procedure:

This Procedure may be modified by the City Manager as needed.

Approved by:

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John F. Connet, City Manager

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Date: