



## **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 Vehicle Maintenance Manager
- 2.2 Student Transportation Manager
- 2.3 Building Maintenance Manager

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Operations Officer

### **4.0 PROCEDURE:**

- 4.1 The need to replace vehicle/equipment is identified by the Vehicle Maintenance Manager (VMM), Student Transportation Manager (STM) or Building Maintenance Manager using the following criteria:
  - 4.1.1 On Road Vehicles:
    - 4.1.1.1 Condition of vehicle and maintenance cost for continued use of vehicle,
    - 4.1.1.2 Lifecycle of vehicle under normal use is:
      - 4.1.1.2.1 Maintenance vehicles 15-17 years or over 200,000 miles.
      - 4.1.1.2.2 School Buses 18 years with unlimited miles. May be extended beyond 18 years if less than 200,000 miles.
  - 4.1.2 Off Road equipment/vehicles:
    - 4.1.2.1 Condition of equipment/vehicle and maintenance cost for continued use,
    - 4.1.2.2 Lifecycle under normal use is:
      - 4.1.2.2.1 Farm Tractors: 15-20 years
      - 4.1.2.2.2 Backhoes: 15-20 years
      - 4.1.2.2.3 Finish Mowers: 5-7 years



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4.1.2.2.4 Bobcats: 7-8 years

- 4.2 The need for the initial purchase of a new vehicle is determined by Building Maintenance or Student Transportation Manager based on workload requirements and existing vehicle/equipment availability.
- 4.3 New vehicle/equipment is requested in operating budget through routine budgeting process with justification provided.
- 4.4 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.

**5.0 ASSOCIATED DOCUMENTS:**

- 5.1 [PUR-P004](#) Formal Bid Procedure
- 5.2 TN State Board of Education: Rules, Regulations and Minimum Standards for the Governance of Tennessee Public Schools

**6.0 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 Manager's office
Vehicle documents	Electronic	Life of the vehicle	Delete	Main Frame

**7.0 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
4/07/15	B	Update logo and formatting; Remove definitions, Update 2.0 and 5.1 with VMM, TM, and BMM; Update mileage and years of service to coincide with TCA.



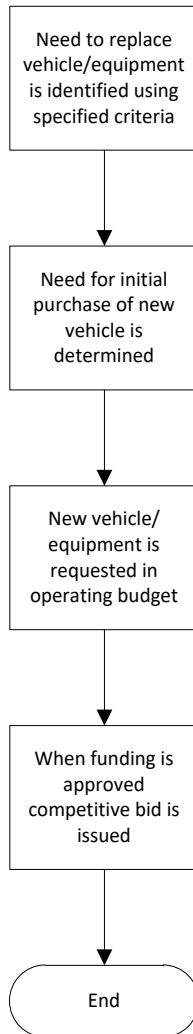
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9/19/19 C 2.2. Added "Student"; 4.1 Added "Student", changed "TM" to "STM";  
4.1.2.2.1 Changed "7-8" to "15-20"; 4.1.2.2.2 Changed "8-10" to "15-20";  
4.2 Added "Building", added "Student"; 6.0 Changed "vehicle  
maintenance supervisor's" to "Vehicle Maintenance Manager's"

**8.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found below.



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