

Town of Happy Valley-Goose Bay

Policy Statement

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Approved Date:	Effective Date: February 28, 2017	Revision Date:	
Authority: 11th Council of the Town of Happy Valley-Goose Bay		Page 1 of 3	

Policy Statement:

The Town of Happy Valley-Goose Bay has developed this policy with the understanding of the need for appropriate and suitable vehicles to carry out municipal operations and the costs related to the maintenance and updating of these vehicles.

Goal

The goal of this municipal policy is to allow the Town of happy Valley-Goose Bay to maintain a light duty vehicle fleet that is:

- Safe: for both employees to use and to be used around the general public
- Efficient: municipal operations are enhanced, not diminished by the quality of the vehicles used to complete these operations
- Fiscally responsible: the municipality uses its budget in an effective manner, ensuring that any and all money spent on municipal vehicles whether through maintenance or purchasing is a responsible financial decision

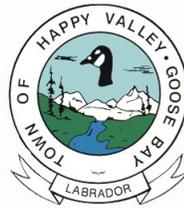
Guidelines

Vehicles will have both a minimum and maximum age:

- A vehicle will remain in service for a maximum of 9 years
- A vehicle will remain in service for a minimum of 5 years unless no longer serviceable

Vehicles will remain in service for a maximum of 180,000 km.

Any vehicle rendered non-serviceable due to unreparable mechanical failure or damage resulting from collision shall be replaced immediately.



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Ranking System

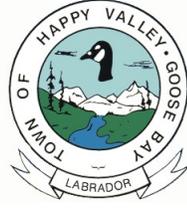
A point system will be used to rank vehicles on a priority list for replacement. A vehicle will require a minimum of 10 points to be considered for replacement. The following criteria will be used for ranking:

Year:	One point for each year of service
Kilometers:	One point for every 10,000 kilometers, starting at 70,000 kilometers
Maintenance:	Two points for each \$500 required in non-scheduled maintenance issues that would be considered directly connected to age and/ or mileage
Efficiency:	Two points to be added for a vehicle that is not considered appropriate for the task/ department it is assigned

Vehicles will be ranked annually with a report provided to Committee of Council by Superintendent of Public Works.

Implementation

1. It will be determined by Town Manager and/ or Superintendent of Public Works/ Road Transport which vehicles will be removed from service. Factors of mileage, age, mechanical condition and relevance in its existing application will be used to prioritize vehicles for replacement.
2. Town Manager and/ or relevant department heads may determine that the guidelines are not strictly followed due to various factors, such as low mileage, mechanical condition, or limited usage of certain vehicles.
3. It is recognized that due to an absence of a previously existing fleet replacement policy the light vehicle fleet is far outside the following guidelines. Therefore, Council mandates that every effort will be applied to bring the municipal vehicle inventory within these guidelines.



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4. It is directed that this pattern of purchases will continue until the municipal fleet meets the guidelines outlined in this policy.
5. All purchases will follow municipal purchasing and tender policies.
6. The purchase of replacement vehicles will be included in an operating budget submission.
7. Any increases in fleet numbers must be approved by Council through the budgetary process.
8. The Superintendent of Public Works/ Road Transport will be responsible for the distribution of vehicles.
9. To ensure that all departments continue to meet the guidelines of the policy a departmental vehicle may be replaced by an existing fleet vehicle. This will be determined by Superintendent of Public Works/ Road Transport.

IN WITNESS WHEREOF, this policy is sealed under the Common Seal of the Town of Happy Valley-Goose Bay.

Mayor, Jamie Snook

Town Manager, Wyman Jacque