



LAC LA BICHE COUNTY POLICY

TITLE: Vehicle and Equipment Replacement	POLICY NO: PI-31-001
RESOLUTION: 18.1070	EFFECTIVE DATE: September 11, 2018
LEAD ROLE: Manager, Equipment Services	NEXT REVIEW DATE: September 11, 2021
SPECIAL NOTES/CROSS REFERENCE: CS-10-008 Reserve Funds CS-10-018 Liquidation of surplus asset PI-31-001 Vehicle and Equipment Replacement Procedure	AMENDMENT DATE: N/A

POLICY STATEMENT:

The Vehicle and Equipment Replacement policy will guide in the replacement planning of vehicles and equipment based on the operational needs and requirements of the County.

This policy reflects the vision of Lac La Biche County to create a multi-year vehicle and equipment replacement plan. This plan will be the basis of philosophy that will serve as a guide in acquiring and replacing vehicles and equipment. Asset management is becoming an integral part of municipal planning and this policy will play an important role in assisting with the implementation of asset management plans across Lac La Biche County.

The Lac La Biche County Equipment Services Department is assigned the overall responsibility for managing the fleet of vehicles and construction/maintenance equipment.

The department is responsible for the following during the life cycle of a vehicle/equipment:

- Recommendations of new vehicles/equipment purchases
- Conduct or assist other departments in research and acquisition of vehicles/equipment
- Assignment of vehicles/equipment to departments/individuals
- Conduct maintenance/repair duties as required
- Develop vehicle/equipment replacement schedules
- Disposition of vehicles/equipment as per policy CS-10-018

This policy will guide the acquisition and replacement of vehicles and equipment.

Acquisition:

The goal of the County's acquisition practices is to obtain the best possible price and the highest possible quality for vehicles and equipment. All purchases of vehicles and equipment will follow the applicable purchasing policies.

Replacement:

As with other aspects of vehicle and equipment management, replacing a vehicle too soon or too late wastes money. The Equipment Services Department has developed and will continue to develop accurate replacement standards based on industry guidelines and years of experience in operating and maintaining vehicles and equipment. The goal is to analyze the costs associated with a vehicle or piece of equipment and identifying the point when, on average, a vehicle is reasonably depreciated but not yet incurring significant maintenance costs. By replacing the vehicle or piece of equipment at this point, the County can avoid escalating maintenance costs and optimize resale value. The three criteria that are considered when establishing the replacement schedule are mileage, age and use.

“Original Signed”
Chief Administrative Officer

October 12, 2018

“Original Signed”
Mayor

October 15, 2018

Procedure

TITLE: Vehicle and Equipment Replacement

PROCEDURE NO: PW-31-001

RESOLUTION: 20.457

EFFECTIVE DATE: September 11, 2021

DEPARTMENT RESPONSIBLE: EQUIPMENT SERVICES

NEXT REVIEW DATE: June 9, 2022

GENERAL GUIDELINES:

This procedure is intended to develop a step-by-step approach in determining the replacement cycle of vehicles and equipment. This procedure will provide guidance on the following items:

- Acquisition
- Vehicle Categories
- Replacement
- Replacement Plan – Characteristics/How to drive the replacement cost/review

PROCEDURE:

Acquisition:

Annually before the preparation of the County Budget, the Equipment Service Department will review the vehicle and equipment replacement schedule and plan for the acquisition of replacement vehicles and equipment. Additionally, each department will forward their request of new vehicles and equipment to equipment services department for consideration and inclusion in the capital budget.

For existing items, the department will review the units identified for replacement and complete the vehicle/equipment evaluation form. The evaluation form is attached to this procedure in Appendix 2.

For new addition requests, the department will assist the requesting department in preparing a business plan for the requested item and submit it to Finance for inclusion in the Capital budget.

Replacement:

Manager of Equipment Services will review the replacement plan annually to compile a list of replacement vehicles/equipment.

All items on this list will be assessed with the evaluation form (Appendix 2).

Final replacement list will be submitted to Finance for inclusion in the Capital budget.

Replacement Plan:

The Equipment Services Department has inventoried existing vehicles and equipment and has prepared a replacement schedule for all County owned vehicles and equipment. The schedule is updated annually and will be used as the basis for planning for the replacement of vehicles and equipment through the County budget.

The timelines for replacing individual vehicles and equipment are listed in the vehicle categories.

Disposition:

All County owned assets are to be disposed of in accordance with Lac La Biche County policy.

"Original Signed"

Chief Administrative Officer

June 11, 2020

Date

SPECIAL NOTES/CROSS REFERENCE: CS-10-008-Reserve Funds; CS-10-018-Liquidation of surplus asset; PI-31-001-Vehicle and Equipment Replacement Policy

AMENDMENT DATE: June 9, 2020

Appendix 1

Vehicle Categories:

Vehicle Type	Useful Life Range (whichever comes first)
<p>100 Series This series consists mainly of firefighting and CPO equipment. Pumpers, Tankers and Rescue trucks, Enclosed trailers and ATV's</p>	<p>Firefighting Equipment:</p> <ul style="list-style-type: none"> • Front line apparatus 15 years • Second line apparatus additional 10 years* • All front-line apparatus becomes second line after 15 years of service. • Fire Trailers: 20 Years <p>CPO Equipment:</p> <ul style="list-style-type: none"> • ATV: 10 years • Enclosed Trailers: 20 years
<p>200 – 2000 Series This series consists mainly of Agriculture Service Board rental equipment. Post pounders, air seeders, cattle scale, squeeze chutes, corral panels and flex harrows.</p>	<p>This equipment will be maintained in fleet until no longer feasible to repair as per Appendix 2.</p>
<p>300 - 3000 Series This series consists mainly of mowing equipment. Tractors with tow behind mowers and ride on mowers.</p>	<p>Tractors and Mowers 10 years or 8000 hours Batwing Mowers 5 years</p>
<p>400 – 4000 Series This series consists of fleet vehicles. Pickup trucks and SUVs.</p>	<p>Fleet Vehicle: 10 years or 2 00,000 km CPO Vehicles: 5 Years or 150,000 km</p>
<p>500 – 5000 Series This series consists of medium and heavy trucks like plow, gravel, waste/garbage, water and oil distributor trucks. Medium Trucks: Under 3 tons Heavy Trucks: Above 3 tons</p>	<p>Medium trucks: 10 years or 2 00,000 km Heavy Trucks: 10 years or 300,000 km</p>

<p>600 - 6000 Series This series consists of mainly of heavy equipment. Backhoes, Wheel loaders, Skid steer loaders, Street sweepers/brooms, Packers, Snow blowers, Reclaimer, Crawler tractor, Equipment trailers, Ice resurfacers, Brush chipper and Pot hole spray patcher.</p>	<p>10-15 years or 4,000-10,000 hours Heavy Trailers: 15 Years</p>
<p>700 Series This series consists of motor graders.</p>	<p>5 years or 7,500 hours</p>
<p>800 – 800 Series This series consists of miscellaneous equipment. Boats, Portable steamers, Air compressors, Utility vehicles, Generators. Trailers are also included in this series and divided by heavy or light duty.</p>	<p>The replacement philosophy for most of the equipment in this series is 10 years. Trailers: 20 years</p>

**Appendix 2
Vehicle/Equipment Evaluation Form**

Vehicle or Equipment VIN or Serial # _____ Vehicle or Equipment # _____
 Make: _____ Model: _____ Year: _____ Mileage: _____
 Hours: _____

INSPECTION AREAS: (N/A: Not Applicable | CODE: Enter condition code. See chart below.)

COMPONENT	CODE	N/A	COMPONENT	CODE	N/A	COMPONENT	CODE	N/A
Engine		<input type="checkbox"/>	Exhaust		<input type="checkbox"/>	Brakes		<input type="checkbox"/>
Transmission		<input type="checkbox"/>	Steering / Suspension		<input type="checkbox"/>	Tires		<input type="checkbox"/>
Drive Line/ Differential		<input type="checkbox"/>	Hydraulic System		<input type="checkbox"/>	Body		<input type="checkbox"/>
HVAC		<input type="checkbox"/>	Electrical System		<input type="checkbox"/>	Interior/Exterior		<input type="checkbox"/>
Total Points			Total Points			Total Points		

Condition Code	Description
1	Excellent condition; like new; no repair needed in the near future
2	Good condition; minor wear and tear; system functions perfectly; no repair needed in the near future
3	Fair condition; significant signs of wear; system functions moderately well; repairs expected soon
4	Poor condition; substantial signs of degradation; system barely functions; repairs needed very soon
5	Bad condition; system inoperable; repair needed immediately

Vehicle evaluation points: (See below for point ranges)

Factor	Description	Points
Age	1 point for each year of chronological age, based on in-service date	
Kilometers/Hours	1 point for each 16,000 km or 750 hours of use	
Type of Service	1, 3, or 5 points based on the type of service that the vehicle or equipment had during most of its life. The more severe the type of service performed the higher the number assigned.	
Reliability	1, 3, or 5 points depending on the frequency that a vehicle or equipment piece is in the shop for repair. The more the frequency of shop visits the higher the number.	
Condition	Enter the total of all points from the inspection area chart above.	
	Total Points:	

Point Ranges: Up to 40 points = Excellent | 41-55 Points = Good | 56-70 Points = Qualifies for replacement | 71 or more points = Needs immediate consideration

Evaluator Comments:

Date of Evaluation: _____ Evaluator: _____ Reviewed by: _____