

#54 - Town of Lunenburg -

Motor Vehicle Evaluation and Replacement Policy

I Policy Statement

1. It is the policy of the Town of Lunenburg to determine appropriate motor vehicle repair, replacement and disposal schedules by conducting motor vehicle evaluations/inspections at appropriate intervals.

II Responsibilities and Procedures

1. Department Heads shall ensure they observe all motor vehicle manufacturers'/suppliers' maintenance schedules and make all reasonable and necessary repairs as required from time to time in accordance with the Town's Purchasing Procedure. Department Heads shall ensure daily and additional inspections are conducted and documented of all motor vehicles in use by their Department.
2. Department Heads must ensure that their respective staff members immediately report any motor vehicle repairs or other difficulties which should be addressed by the Department Head.
3. Department Heads shall ensure annual motor vehicle inspections are conducted as required by the Registry of Motor Vehicles and all other relevant legislative/regulatory standards are met. Department Heads shall also ensure that any deficient items detected during motor vehicle inspections are promptly corrected in accordance with the Town's Purchasing Procedure. Confirmation of these repairs shall be documented in Departmental vehicle maintenance records by the relevant Department Head.
4. Motor vehicles scheduled for replacement should be included in the Town's 10 Year Capital Budget. Within (2) years of scheduled replacement, the relevant Department Head must confirm whether the replacement is still required and reasons therefor. If not required, the replacement should be re-scheduled for the appropriate fiscal year. Supporting reports detailing the reasons, costs etc., for replacement will be prepared for the Town Manager/Clerk's and Council's approval.

5. If the Council determines that a vehicle will not be immediately replaced a determination should be made if it will be repaired and a budget/schedule established for same with supporting documentation prepared by the relevant Department Head.
6. One year prior to the scheduled vehicle replacement a motor vehicle evaluation will be undertaken by the appropriate experts as arranged by the relevant Department Head. The Department Head shall ensure that the motor vehicle evaluation report details repair versus replacement estimates and a replacement versus repair recommendation for the Town Manager/Clerk's and Council's approval. Motor vehicle inspection experts may include:
 - **for body** - a body repair shop;
 - **for mechanical** - a qualified mechanic certified to conduct the appropriate motor vehicle inspection; and
 - **for attached equipment** - the above (2) companies and a qualified engineer or other qualified inspector.
7. Notwithstanding the foregoing provisions, the Lunenburg-Mahone Bay Board of Police Commissioners have adopted a specific policy relating to the replacement of police vehicles which is subject to review, when necessary, by that body. The replacement of police vehicles is also subject to the Town of Lunenburg purchasing policy and must be approved by both Town Councils.

pol.approved/motor.vehicle.eval.policy.n98