

Policy: Fleet Management – Vehicle Disposal

Revision	0
Effective Date	03/04/19
Management System	Property and Infrastructure
Owner	Property and Infrastructure Management System Owner
Review Cycle	Every 3 years

Requirements for disposing of a government vehicle

1. Purpose

The purpose of this policy is to describe FNAL's appropriate disposal of government motor vehicles in accordance with 41 CFR 109-38.7 and 41 CFR 109-43.

2. Scope / Applicability

This policy applies to all personnel and operations involved with managing FNAL DOE government-owned vehicles.

3. Policy

- 3.1** Through the mechanisms described in related vehicle policies and 41 CFR 102-34.270, determine when it is in the best interest of the government to dispose of a vehicle. For instance, the vehicle may be obsolete, or the repair cost may exceed replacement cost.
- 3.2** Fleet Management staff follow vehicle disposal procedures to remove the vehicle from use and ensure it is properly accounted for.

4. Responsibilities

- 4.1 The Property and Infrastructure Management System Owner** approves this policy, identifying necessary resources and overseeing consistent laboratory compliance.
- 4.2 The FESS-Site Services Department Head** implements and manages changes to this policy by assigning appropriate resources and implementation of procedures in support of this policy.
- 4.3 The FESS – Fleet Manager** is responsible to provide the property control staff with the necessary information for the proper disposal of a vehicle. Fleet Manager coordinates with DOE, when vehicle is taken out of service.
- 4.4 The FESS – Logistics and Property Control Property Supervisor** is responsible for taking accountability of excess vehicles and following guidance under Policy: Property Management – Disposition of Property.

5. Definitions

N/A

6. Resources / Supporting Documents

6.1. Regulation: 41 CFR 109-38.7, version 9/14/2016

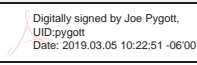

6.2. Regulation: 41 CFR 109-43, version 9/14/2016

6.3. Regulation: 41 CFR 102-34.270

7. Revision History

Version Number	Date	Author	Change Summary
0		Brian Niesman	First Issuance

8. Approvals

Title	Name	Electronic Signature
FESS Site Services Department Head	Joe Pygott	Joe Pygott, UID:pygott  Digitally signed by Joe Pygott, UID:pygott Date: 2019.03.05 10:22:51 -06'00'
Property and Infrastructure Management System Owner	Karen Kosky	Karen Kosky, UID:kkosky  Digitally signed by Karen Kosky, UID:kkosky Date: 2019.03.06 04:03:58 -06'00'