

Procedure: 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 procedure is to define the process to remove FNAL government-owned vehicles from the fleet to property control for disposition.

2. Procedure

Removing a vehicle from the fleet is ultimately the responsibility of the Fleet Manager. To do so, the Fleet Manager (with the fleet management staff):

2.1. Determines that a vehicle should be removed from the fleet IAW the policies and procedures defined to do so.

2.1.1. Coordinates with the Property Department to provide vehicle information necessary for the proper disposal of a vehicle.

2.1.2. Report the action to the DOE ORO Fleet Manager / Property Specialist.

2.2. Prepares the vehicle for disposal (remove identification stickers, tags, etc.).

2.3. Delivers the vehicle to Property Control

Property Control Staff dispose of the vehicle (see Property Management –Disposition of Property)

2.4. Property Control staff creates final event transaction in computerized asset management tracking system.

3. Definitions

N/A

4. Responsibilities



- 4.1. The Property and Infrastructure Management System Owner** approves this procedure and ensuring consistent laboratory compliance with this procedure.
- 4.2. The FESS-Site Services Department Head** is responsible for implementing and managing changes to this procedure by assigning appropriate resources.
- 4.3. The Fleet Manager** is responsible for reviewing and managing changes to this procedure.
- 4.4. The Property Control staff and the Fleet Manager** implements procedures in support of this procedure.

5. Resources / Supporting Documents

6. Revision History

Version Number	Date	Author	Change Summary
0		George Davidson	First issuance

7. 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 11:39:01 -06'00'
Property and Infrastructure Management System Owner	Karen Kosky	Karen Kosky, UID:kkosky  Digitally signed by Karen Kosky, UID:kkosky Date: 2019.04.03 05:49:56 -05'00'