

GENERAL SUPPORT–FACILITIES AND TRANSPORTATION SERVICES

Transportation

Vehicle Replacement

This regulation supersedes Regulation 7130.4.

I. PURPOSE

To provide procedures for budgeting for and procuring replacement school buses, administrative vehicles, and trucks and for assimilating them into the School Board fleet.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

Section IV. has been updated to comply with the new policy on environmental stewardship.

III. BUDGETING

The director, transportation services, shall identify and budget for replacement vehicles. Normally the oldest vehicles in the fleet shall be identified for replacement first. However, high-mileage vehicles shall be replaced sooner on the basis of mileage and vehicle condition. Program managers shall submit requests for exceptions to the age criteria to the director, transportation services, by July 1 of each year for consideration in preparation of the budget request. Specific information received in maintenance reports or from drivers may be an appropriate basis for such exceptions.

The director, transportation services, shall consider requests for exceptions from program managers, recommendations for replacement from the Fairfax County Department of Vehicle Services (DVS), and specific maintenance records and reports in order to compile the list of vehicles to be reviewed by the chief operating officer, facilities and transportation services, for budget consideration. A physical inspection may be required if age, accumulated mileage, and maintenance cost data do not provide adequate justification for replacement purposes.

IV. PROCUREMENT

All vehicles shall be procured within established purchasing guidelines. The director, transportation services, shall review the specifications and initiate procurement action for all School Board vehicles, coordinating with program managers, the Fairfax County Department of Vehicle Services, and the Fairfax County Department of Purchasing and Supply Management. The director shall consolidate requisitions whenever possible.

As vehicles require replacement, hybrid, alternative fuel-powered, or vehicles using green diesel technology and ultra-low sulfur fuel shall be purchased and used to promote better air quality in Fairfax County.

V. ASSIMILATION

The director, transportation services, shall establish initial vehicle assignments. These assignments may lead to further internal reassignments by program managers, but each vehicle added to the fleet shall be matched ultimately by one vehicle being removed from the fleet for disposal. Normally, the vehicles that are removed will be those for which replacement vehicles were budgeted. Changes may be necessary to replace vehicles that are lost due to accident or that are uneconomical to repair.

Replacement buses shall be assigned to drivers by the director, transportation services, through area coordinators; for each new bus brought into the fleet, one existing bus shall be placed in deadline status until disposed of permanently. Each year, the size of the active bus fleet shall be determined by adding the number of authorized full-time drivers and route supervisors, the number of training buses, the number of athletic buses (one per high or secondary school), and the number of maintenance spares (the number of spares agreed to by the director, DVS, and the director, transportation services, as necessary to keep a bus in the hands of each authorized driver). Spare buses are generally 15 percent of the authorized fleet.

VI. EXCEPTIONS TO POLICY

On occasion, a replacement vehicle may not generate the disposal of an older vehicle. This, in effect, constitutes a reprogramming action and can be accomplished only after the concurrence of the Division Superintendent authorizing an addition to the fleet that includes additional maintenance and operating costs.

Examples of such occasions are: development of unforeseen requirements for vehicles for driver education, failure to budget required resources, and development of new program requirements after completion of the budget approval cycle but before the next budget year.

No vehicle that is retained as an addition to the fleet for one of these aforementioned reasons will be subsequently replaced by transportation services. A replacement vehicle must be budgeted within the program that will use it.