
TRANSPORTATION VEHICLE PURCHASE PROCESS (TRS-P001)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This covers the procedure for purchasing a vehicle for district use.

**The online version of this
procedure is official;
therefore, all printed versions
are unofficial copies.**

2.0 RESPONSIBILITY:

- 2.1 Director of Transportation

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Transportation

4.0 DEFINITIONS:

- 4.1 GSA – General Services Administration

5.0 PROCEDURE:

- 5.1 Any district department needing to purchase a vehicle for use within the district must complete the "Vehicle Request Form", document form number TRS-F001. The form must be approved by the department administrator, as well as the Executive Director of Business and Finance or the Deputy Superintendent, and then submitted to the Transportation Department.
 - 5.1.1 The Director of Transportation will evaluate the Vehicle Request Form.
 - 5.1.2 The Director of Transportation will determine whether the request fits into the district's long-term vehicle replacement goals.
 - 5.1.3 The Director of Transportation will evaluate the current district fleet and determine if the district currently has a vehicle in the fleet to fit this need.
 - 5.1.4 The Director of Transportation will determine whether it is necessary to transfer a vehicle from one district department to another district department to fill this need.
 - 5.1.5 The Director of Transportation will send his recommendation to the Deputy Superintendent for final approval.
 - 5.1.6 The Deputy Superintendent and Director of Transportation will determine at this point what type of vehicle now needs to be purchased to fit the district's long-term needs.
- 5.2 The Director of Transportation will review the request and determine whether the vehicle should be purchased new or used.
 - 5.2.1 If the vehicle is to be purchased used, the Transportation department will take the following steps:
 - a) Search dealerships and/or private owners for the most appropriate vehicle to be purchased.
 - b) Once the appropriate vehicle is located, it is inspected to ensure proper requirements and vehicle quality.

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- c) A purchase order is then issued to the seller, following the Transportation Purchase Order Procedure (see appropriate procedure).
 - d) Once the vehicle is delivered to the Transportation Department, it is licensed, insured, assigned a number, a district logo, and then delivered to the requestor.
- 5.3 If the vehicle is to be purchased new, the Vehicle Request form is forwarded to the Executive Director of School Business and Finance for approval or denial.
- 5.3.1 If approved, the Executive Director of School Business and Finance shall ensure that the vehicle request is recommended to the School Board for approval.
 - 5.3.2 If the approval is denied, the request is submitted to Leadership for reevaluation or end the process.
- 5.4 If the Director of Transportation determines the bid should be a state bid, the following will occur:
- 5.4.1 The Director of Transportation will call GSA and request a vehicle bid sheet.
 - 5.4.2 Once the bid sheet has been received, the Transportation Director will decide to accept the GSA bid or not.
 - 5.4.3 If the bid is accepted, Transportation issues a purchase order and the vehicle is delivered by the vendor.
- 5.5 If the bid is local, bid packages are prepared for the local vehicle dealers by Transportation.
- 5.6 Transportation mails out the bid packages with an established deadline.
- 5.7 Bids are received and evaluated by the Director of Transportation.
- 5.8 The Director of Transportation accepts the appropriate bid and sends letters of notification to all applicants of acceptance or rejection.
- 5.9 Transportation issues a purchase order to the selected vendor.
- 5.10 The vendor delivers the vehicle to the Transportation Department.
- 5.11 Transportation will then inspect the vehicle against the bid sheet.
- 5.12 If the vehicle does not pass inspection or meet specifications, it is returned to the vendor for repair/replacement and then re-delivered to the Transportation Department when completed.
- 5.13 If the vehicle being purchased is a school bus, the Washington State Patrol will inspect the vehicle, issue a State Inspection Report, and place a numbered sticker on the windshield of the bus.
- a) The Transportation Department applies and receives a State Bus Permit.
- 5.14 If the vehicle passes inspection and meets specifications, the warrant for the vehicle is signed off through the School Board process.
- 5.15 Transportation will then license and insure the vehicle.

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5.16 Transportation will assign a vehicle number and logo, as appropriate.

5.17 Transportation will deliver the vehicle to the appropriate department/area.

6.0 ASSOCIATED DOCUMENTS:

6.1 Vehicle Request Form

6.2 GSA Bid Sheet

6.3 State Bus Permit

6.4 Vehicle License

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Vehicle Request Form	Transportation Dept. files	Keep for five years after vehicle is disposed of	Discard as desired	Stored in Transportation Dept. files
GSA Bid Sheet	Transportation Dept. and District Office	Keep for five years after vehicle is disposed of	Discard as desired	Stored in two locations
State Bus Permit	Transportation Dept. and District Office	Until vehicle is disposed of	Discard as desired	Stored in two locations
Vehicle License	Transportation Dept. and District Office	Until vehicle is disposed of	Discard as desired	Stored in two locations

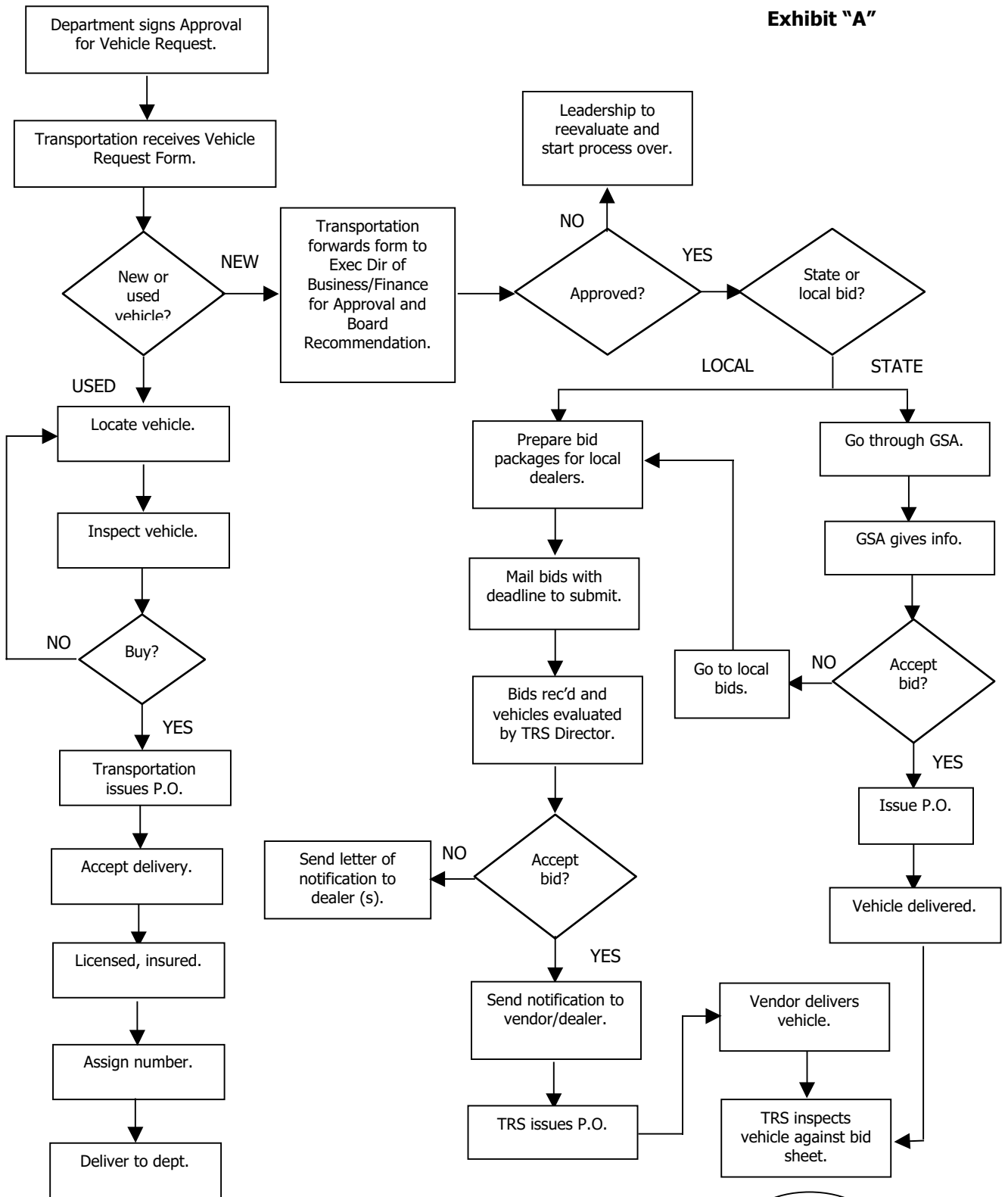
8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
10-Apr-01	A	Original Release

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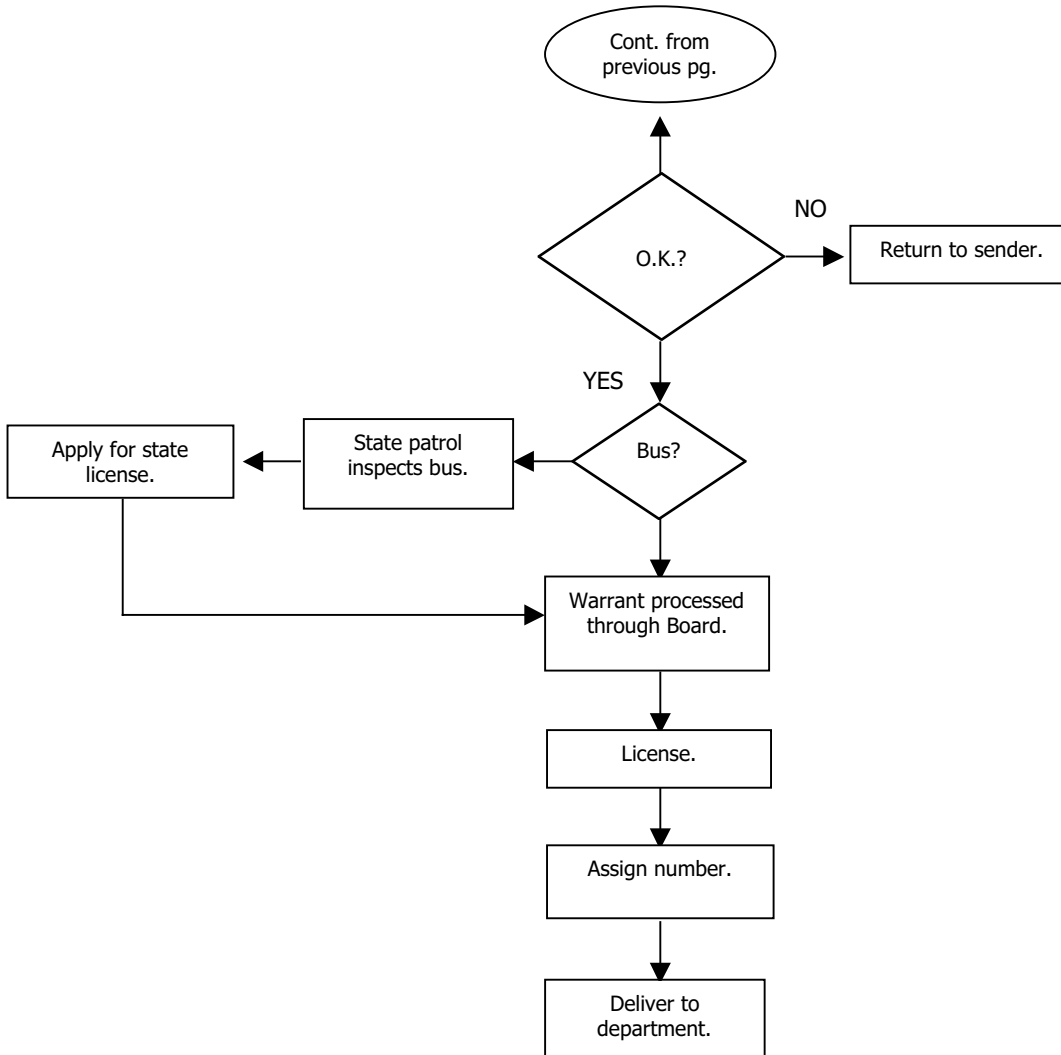
Exhibit "A"



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**** End of procedure *****