

**2015**

# Vehicle Acquisition and Disposition Manual



## **Vehicle Procedures**

Regardless of value, all vehicles should be included in this process.

### **Acquisition of a Vehicle**

1. Contact Fleet Services to guide the departments in the purchasing process for all vehicles.
2. Fill out Vehicle Requisition Form. It is listed under “Vehicle Purchase Request” at <http://www.procurement.gatech.edu/purchasing/forms>
3. Fleet Services should be contacted for vehicles acquired via outright purchase, gift or State to State transfer.
4. Upon delivery all vehicles must be registered through the Fleet Services for the following:
  - a. State ID #:
  - b. Title and registration (needed to obtain license plate)
    - Necessary requirements: Original Certificate of Origin or Title, Bill of Sale, state transfer form or gift receipt.
  - c. Amber light permit (if applicable)
  - d. How’s My Driving Sticker
  - e. Insurance card
  - f. Fuel card

### **How to put vehicles on the file?**

It is the responsibility of the property coordinator to enter vehicles in the Asset Management system.

In PeopleSoft Asset Management, navigate to the Self Tag Page. Follow the example below in entering a vehicle.

### Asset Self Tag Detail

Business Unit: GT Tag Number: V034563

Campus Ref: 9710000000 GT Ref Comments:

**1** \*Dept Desc: #620- 2012 Ford Ranger

**2** \*Location: 800 VEHICLE ACCOUNT Area

**3** \*Sub Location: 0164 Sub Location Dtl:

\*Department: 971 Security & Police Department Asset Offsite ?:

\*Manufacturer: Ford Motor Co. **4** \*Model: Ranger **5** Serial ID: 1FT830S8934023458

\*Empl ID: 84157 Custodian: Walker,Janice D

GT Info 1: **6** License plate: # GT Info2:

Replacement Asset:  Old Tag Number: \*Acquisition Code: Purchased

Updated By: jw16 Update Date: 07/19/2012 9:49:00AM

Save Cancel Delete Add Update/Display

1. Format for vehicle description (#620-2012 Ford Ranger)
  - a. #620 - State Id number assigned by Fleet Services
  - b. 2012 - Year of the vehicle
  - c. Ford - Manufacturer of vehicle
  - d. Ranger - Make of vehicle
2. Location - the vehicle location is **ALWAYS** 800
3. Sub-location - the vehicle sub-location is the building associated with the department. (For instance, if a vehicle is assigned to the Accounts Payable Department which resides in the Business Services Building, the sub-location will be "0164")
4. Model description - Vehicle's model description assigned by the manufacturer
5. Serial - number is the VIN # (normally 17 digits) or the manufacturer's serial number
6. In the GT Info 1 field, record the vehicle's State license plate. (GT Fleet Services will update this field.)

### Stolen or Wrecked Vehicles

Any department that has a vehicle that has been deemed a total loss by an outside insurance company or DOAS must use the money received from the insurance company or DOAS toward the purchase of a vehicle to replace the totaled vehicle. \*VEHICLE PURCHASES MUST BE MADE IN ACCORDANCE WITH THE DOAS FLEET MANAGEMENT POLICY. The following is the procedure for processing a stolen or wrecked vehicle.

- 1) The Campus Police (4-2500) should be contacted to obtain incident report. (If accident or incident occurs off-campus contact local police.)
- 2) Insurance & Claims Management needs to be notified for insurance purposes.
- 3) The Property Control Department should be notified to remove or update the item in the department's inventory.
- 4) GT Fleet Services should be contacted to cancel or update tag and fuel card.

### Stolen or Lost Plates

- 1) The Campus Police (4-2500) should be contacted to obtain incident report. (If accident or incident occurs off-campus contact local police.)
- 2) GT Fleet Services should be contacted to cancel or update tag and fuel card.
- 3) If a lost plate is found contact GT Fleet Services.

### Movement of Vehicles within GT Community

- 1) Property Coordinator must request a transfer in the Asset Management system (pg. 25 Property Coordinator Manual).
- 2) Once Property Control completes the transfer, they will notify both departments and copy the GT Fleet Services to update record.

**Note:** If a department needs to request a transfer outside of the GT community, follow the steps under "Disposal of Vehicle".

### Disposal of Vehicles

- 1) Property Coordinator will request the vehicle to be surplus in the Asset Management system.
- 2) Logistics will give surplus form a control # and forward a copy to the GT Fleet Services.
- 3) Logistics will instruct the property coordinator to take vehicle to Motorpool.

**Note:** For lease, rented or sponsored vehicles contact GT Fleet Services.

### Found Vehicles

- 1) Any vehicle that is located on campus without a Georgia Tech identification number or inventory decal should be reported to Property Control.
- 2) If the vehicle ownership cannot be identified, Property Control will report the vehicle to the GT Police Department as "Lost and Found".

# Glossary of Terms

**Auto** - - A land motor vehicle, trailer or semitrailer designed for travel on public roads but does not include “mobile equipment”.

**Bill of Sale** - A document a seller gives to a buyer stating that a sale occurred on a given date, at a given place, for a given amount of compensation. A bill of sale is a type of receipt and may be used as proof in court if there is a dispute.

**Certificate of Origin** - A document stating the country in which a product was manufactured. A certificate of origin lets customs agents know what fees are applicable to a given shipment of goods.

**GT Fleet Services** - Agency individual responsible for coordination of all motor vehicle activities outlined in this manual and other policy memorandum.

**Golf Cart** - A motorized cart having no less than three wheels and an unladen weight of 1,300 pounds or less, that cannot operate at more than 20 miles per hour, and is not manufactured in compliance with Federal Motor Vehicle Safety Standards for motorized cart vehicles, as set forth in 49 C.F.R. Section 571.500 and in effect on October 1, 2004.

Effective January 1, 2012, Georgia state law requires personal transportation vehicles, including golf carts and other motorized carts, be enhanced with specific safety equipment to become street legal (see O.C.G.A 40-6-363).

**Low-Speed Vehicle\*** - Any four-wheeled electric vehicle with a 17 digit VIN whose top speed attainable in one mile is greater than 20 miles per hour but not greater than 25 miles per hour on a paved level surface and which is manufactured in compliance with those federal motor vehicle safety standards for low-speed vehicles set forth in 49 C.F.R. Section 571.500 and in effect on January 1, 2001.

**Mobile Equipment** - Any of the following types of land vehicles, including any attached machinery or equipment:

1. Bulldozers, farm machinery, forklifts, Segway and other vehicles designed principally off public roads;
2. Vehicles maintained for use solely on or next to premise owned or rented;
3. Vehicles that travel on crawler treads;
4. Vehicles, whether self-propelled or not, maintained primarily to provide mobility to permanently mounted:
  - a. Power cranes, shovels, loaders, diggers or drills; or
  - b. Road construction or resurfacing equipment such as graders, scrapers or rollers.
5. Vehicles not described in Paragraphs 1., 2., 3., or 4. above that are not self-propelled and are maintained primarily to provide mobility to permanently attached equipment of the following types:
  - a. Air compressors, pumps and generators, including spraying, welding, building cleaning, geophysical exploration, lighting and well servicing equipment; or
  - b. Cherry pickers and similar devices used to raise or lower workers.

6. Vehicles not described in Paragraphs 1., 2., 3. or 4. above maintained primarily for purposes other than transportation of persons or cargo. However, self-propelled vehicles with the following types of permanently attached equipment are not “mobile equipment: but will be considered “motor vehicles”;
  - a. Equipment designed primarily for:
    - i. Snow removal;
    - ii. Road maintenance, but not construction or resurfacing; or
    - iii. Street cleaning;
  - b. Cherry pickers and similar devices mounted on automobile or truck chassis and used to raise or lower workers;
  - c. Air compressors, pumps and generators, including spraying, welding, building cleaning, geophysical exploration, lighting and well servicing equipment.

**Title** - A vehicle title (also known as a car title or pink slip; or pinks in the plural) is a legal form, establishing a person or business as the legal owner of a vehicle.

While not standardized from state to state, the certificate of title normally specifies:

1. Identifying information about the vehicle, normally at minimum its vehicle identification number, make, year of manufacturer, etc.
2. The name and address of the purchaser or "registered owner" who would normally possess and use it.

**Vehicle** - “Auto”, “low-speed vehicle”, “golf cart” and “mobile equipment”.

**VIN**- A seventeen character (alphanumeric) vehicle identification number provided by the manufacturer. Normally found on Georgia title, registration or Certificate of Origin. Pre-1982 vehicles carry a VIN number of less than 17 characters.

\*Considered an “Auto” for insurance purposes

If you need assistance contact

Property Control / Logistics at [am.ask@business.gatech.edu](mailto:am.ask@business.gatech.edu) or  
GT Fleet Services at [askfleet@mail.gatech.edu](mailto:askfleet@mail.gatech.edu)