Fleet Asset Replacement Procedure

In accordance with the CSU Motor Vehicle Inspections and also the CSU Facilities Operating and Management guidelines, the department of Agricultural Operations may recommend that a vehicle needs to be replaced and/or retired. All vehicle purchases should be a reputable brand with history of good customer service and parts availability. If the department that owns the vehicle decides to not replace the vehicle, then Agricultural Operations may decide that repairs and service will be provided for the vehicle. If the department that owns the vehicle does decide to replace the vehicle, then the department will determine the funding source and submit an order for the replacement vehicle, which Agricultural Operations will review and approve the order for processing by Procurement. It is the department's responsibility for any replacements or purchases of new vehicles for funding and budgeting of future purchases.

Agricultural Operations when reviewing if a vehicle needs to be replaced and/or retired, will make their decisions based on one or more of the following items:

- Mileage of the vehicle (based on the type of vehicle, weight, and years in service)
- Repair and Service history of the vehicle
- Costs to maintain the vehicle vs cost of new vehicle (Total Cost of Ownership analysis)
- Safety of the vehicle (Agricultural Operations can mandate vehicle retirement for these concerns)

For electric vehicles, the Facilities Department may need to also review and approve the order. The Facilities Department will need to make sure the proper infrastructure is in place to support the charging of the vehicle. If needed, the Facilities Department will provide a quote to the ordering department for any electrical infrastructure upgrades needed.