

	Town of Plymouth VEHICLE PURCHASING POLICY
Effective Date	June 28 th , 2011
Expiration Date	None
Date Last Revised	N/A
Town Manager	June 14 th , 2011
Selectmen Vote	June 28, 2011

VEHICLE PURCHASING POLICY

The Vehicle Use Policy provides for the administration guidelines for the purchase of vehicles to conduct town business.

Purpose:

To establish guidelines and procedures that will require the Town of Plymouth to purchase only fuel efficient vehicles for Municipal and School use whenever such vehicles are commercially available and to properly ensure that the Town Fleet is both efficient and effective. This policy will maximize the fleet to create less duplication and right-size vehicles to the specific tasks that is assigned while creating savings for the Town..

Overall Policy Guidelines:

1. a. This Vehicle Purchasing Policy will be at the sole direction of the Town Manager and DPW Director.
- b. This policy governs the purchase of all town owned vehicles except those that fall under the Fire and Police Departments which is administered by the Fire and Police Chiefs in accordance with the provision of M.G.L., Chapter 48, Section 42A and Chapter 41, Section 97A.
- c. The Town Manger, through the DPW Director, will establish a vehicle list with Make, Model, Year, Mileage, Miles per Gallon (EPA estimated), Date of Service in Fleet, and Scheduled Date of Retirement from Service.
- d. The Purchase of Vehicles is subject to appropriation by Town Meeting.
- e. The Town will no longer recycle used Police Cars unless deemed appropriate and necessary for pool and/or administrative vehicles. Those retired Police vehicles will be auctioned at the earliest time available.
- f. The DPW Director or his/her Designee will determine which vehicles should be replaced each fiscal year and will do a cost benefit analysis to determine the correct vehicle for each department.
- g. This program is to be phased in over 3-5 years to allow for total rotation of the fleet.

Purpose:

The Goal of this policy is to provide both a cost savings to the Town through fuel and maintenance savings while providing a more effective and reliable fleet.