

COMMUNITY TRANSPORTATION PROGRAM
DISPOSITION POLICY GUIDELINES
and **ACCIDENT/INCIDENT REPORT**
for **PERSONAL PROPERTY**
 PUBLIC TRANSPORTATION DIVISION
 North Carolina Department of Transportation

When personal property has been replaced and/or has met the required useful or service life, the recipient shall dispose of the item in a manner that is in compliance with FTA Circulars 9040.1F (Section 5311), 9070.1F (Section 5310) and 5010.1D, the State Management Plan, 49 CFR 18, 49 CFR 19 and the N.C.G.S. The following guidelines reflect these requirements.

1. Vehicles

- 1.1 Disposition of vehicle(s) takes place when the vehicle meets the required mileage ("service life") criteria and is reflected on the PTMS (Public Transportation Management System), the project's grant application, and/or the CTIP implementation schedule for replacement.
 - 1.1.1. The current "service life" or "useful life" is 115,000 miles for Minivans, Center Aisle Vans, Conversion Vans, and Lift-equipped Vans. Light Transit Vehicles (cutaway-type vehicle) must accumulate 145,000 miles to meet "service life".
 - 1.1.2. When the new replacement vehicle(s) are received and placed in service, the old vehicle(s) must be disposed. The **New Vehicle Inspection/Disposition Package (use the most recent for that fiscal year)** requires the disposition information to be completed about the replaced vehicle. The entire inspection/disposition form must be completed and faxed to the Public Transportation Division (PTD) at 919-733-1391.
 - 1.1.3. The PTD requires all Certificates of Title for vehicles purchased through the Community Transportation (CT) Program, Section 5311, Section 5310 and state funded programs to have a first lien to PTD recorded on the titles. All titles are kept in our office files. Titles will be released when the service life for the replaced vehicle has been reached and the inspection/disposition form for the new vehicle has been completed and submitted.
 - 1.1.4. The disposition process for the replaced vehicle should be started within 60 days after delivery of the new vehicle. The Public Transportation Division's Regional Consultant will review any changes in the vehicle replacement that differs from the vehicle approved in the funded application. The PTMS must be kept current to reflect the same vehicle(s) that are requested for disposition as the ones replaced under the current FY application or changes approved by the Regional Consultant.
 - 1.1.5. Sixty (60) days after taking delivery of the new vehicle, the system must remove the tag and cancel the insurance on the vehicle to be disposed.
 - 1.1.6. Before vehicles are sold or transferred, all markings, lettering or system logos must be removed from the vehicles.
 - 1.1.7. The PTD will release titles for replaced vehicles to the owner (grant recipient). Once the title is received, the project may proceed with local disposition of vehicle. ***Vehicle(s) may be sold by advertising for sealed bids or through public auction method, or transferred, with PTD approval, to another agency.***

1.2 Disposition methods are described as follows.

1.2.1. Advertising for sealed bids. This method may be used by both public and private non-profit transit systems.

1.2.1.1. A minimum of two (2) appraisals of the current fair market value of the vehicle will be required to establish a minimum bid price.

1.2.1.2. A Fair Market Value form is included in the Inspection/Disposition Workbook Packet to assist in getting appraisals from dealers.

1.2.1.3. Estimates may be averaged to establish the minimum bid.

1.2.1.4. An advertisement in local paper or paper with a large circulation shall be placed at least once allowing for not less than **7 days** between the advertisement date and sealed bid opening.

1.2.1.5. Ad must include minimum bid, place and time of bid opening.

1.2.1.6. Sealed bids must be submitted and award shall be made to the highest bid over the minimum established bid.

1.2.1.7. The current grant recipient designated in the resolution by the Board of Directors, County Commissioners or City Council may keep 100% of the proceeds.

1.2.2. Local Public auction. This method may be used by both public and private non-profit transit systems.

1.2.2.1. The vehicle(s) may be sold through an advertised public auction.

1.2.2.2. Award shall be made to the highest bid.

1.2.2.3. The current grant recipient designated in the resolution by the Board of Directors, County Commissioners or City Council may keep 100% of the proceeds

1.2.3 State Surplus. This method is only available to public entities. Private non-profit systems may find that their county procurement or finance offices may be able to process dispositions on their behalf.

1.2.3.1. Once the project receives the title, the State Surplus Property Agency can be contacted to arrange the disposition of the vehicle on the Surplus Bid sheet.

1.2.3.2. Contacts at State Surplus are **Betsy Finch, 919-854-2169, betsy.finch@ncmail.net** or **Karen Routh, 919-854-2167, karen.routh@ncmail.net** .

1.2.3.3. Project will receive authorization and instructions to submit information electronically. Web site:
<http://www.ncstatesurplus.com/ssp/agency/logon.asp>

1.2.3.4. Select review by State Surplus Property Agency

1.2.3.5. A **Power of Attorney** must be completed for each title. (see tab)

1.2.3.5.1. **Do not complete the back of the title.**

1.2.3.5.2. Complete the form, sign, and have it notarized.

1.2.3.6. MVR 180-A, Odometer and Damage Disclosure form must be completed for each vehicle. (see tab)

1.2.3.7. The Power of Attorney form, Certificate of Title and MVR 180-A

form must be forwarded to:

**State Surplus Property Agency
1310 Mail Service Center
Raleigh, NC 27669-1310
Attention: Betsy Finch**

***NOTE- THE PAPERWORK MUST BE RECEIVED BY STATE SURPLUS BEFORE TRANSPORTING A VEHICLE TO THEIR LOT ON HWY 54.**

- 1.2.3.8. The vehicle may be transported to Raleigh and held at the Surplus Property lot on Highway 54 or may remain at the project's designated location.
 - 1.2.3.8.1. If vehicle is retained at the project site, a street address must be provided.
- 1.2.3.9. The vehicle will appear first in the "Classified Ads" section of the web site.
- 1.2.3.10. If the vehicle is not sold, it will be posted on the statewide bid list in approximately 3-4 weeks.
- 1.2.3.11. The bids are posted on the internet at the following web site:
www.doa.state.nc.us/ssp/bidsnet.htm
- 1.2.3.12. After the vehicle is sold, State Surplus will forward the proceeds to the current grant recipient, less a 5% service charge for processing the vehicle.

- 1.2.4 Transferred Vehicles. This method may be used by both public and private non-profit transit systems.
 - 1.2.4.1. On the Inspection/Disposition form, complete the section for transferring a vehicle.
 - 1.2.4.2. Identify the agency vehicle will be transferred to.
 - 1.2.4.3. Indicate how vehicle will be used by the agency.
 - 1.2.4.4. The vehicle cannot be used by the agency in a manner that would be in competition with the transit system.
 - 1.2.4.5. The vehicle must be removed from the system's fleet inventory and the PTMS.
 - 1.2.4.6. The vehicle will not be eligible for replacement again under any of the Division's administered funding programs.
 - 1.2.4.7. The transit system's Regional Transportation Consultant will review and if approved, the title will be forwarded to the project with the lien released.
 - 1.2.4.8. If a vehicle is not approved for transfer, another method of disposition must be selected.

1.2.5 Electronic Auctioning.

- 1.2.5.1. Effective immediately, equipment may be disposed of electronically on the Internet.
 - 1.2.5.1.1. Agency can develop their own electronic auction procedure; or
 - 1.2.5.1.2. Use an existing private or public electronic auction service.
- 1.2.5.2. Prior authorization by your governing board to sell equipment electronically, as with all dispositions, will be required.
- 1.2.5.3. The Federal Trade Commission has information on electronic auctions at this web site: <http://www.ftc.gov/bcp/online/pubs/online/auctions.htm>

1.3 Other vehicle disposition Issues.

- 1.3.1 Vehicle(s) that are less than ten (10) years old and have not met the “service life” requirement **may be disposed of with prior approval** of the Division. A monetary reimbursement for the mileage shortage **shall** be required to be remitted to the Division.
 - 1.3.2 Vehicle(s) that are ten (10) years old or more that have not met the “service life” requirement for mileage **will** be eligible disposition **with prior approval of the Division but shall not be replaced.**
 - 1.3.2.1 The disposition proceeds may be retained by the current grant recipient.
 - 1.3.3 Locally purchased vehicles that are replaced with FTA or state funded vehicles shall be disposed of by local procedures provided they have met the Division’s required mileage criteria for that type of vehicle.
 - 1.3.4 If the vehicle has not met the “service life” requirement, the procedures outlined in the previous sections, 1.4.1 and 1.4.2 shall apply.
- 1.4 Proceeds received from vehicles that are sold or due to casualty loss, originally purchased with state or federal funds must be used for transportation related needs

| Denotes changes