

Vehicle Disposition Process (Effective April, 2014)



Transit Provider will:

Request disposition instructions from the PTC, providing:

1. An update of mileage and condition.
2. One (1) appraisal or quote estimating value (see “Appraisal Sources” at the end of this document) or request assistance in obtaining a quote.
3. A fair market value (FMV) estimate based on the appraisal and any other relevant vehicle information.
4. A reason for disposition. This may address [useful life standards](#).
5. If appropriate (because the request wouldn’t otherwise meet disposition criteria) information regarding maintenance history & costs.
6. If applicable (rural agency that does not also report directly to National Transit Database), accident documentation (PTN 101, and, if available, text in electronic format of damage description and accident description). (Reportable accidents are required to be reported within 5 days of occurrence, but the entry of accident information should be checked upon disposition.)

PTC will:

1. Review the request to dispose of the vehicle and obtain more information / documentation from the transit agency if necessary.
2. Update the PTMS inventory record (including accident documentation if applicable). If a quote from the bus blue book is being requested, ensure there is enough information in the inventory record to look-up a quote (see “Appraisal Sources” at the end of this document).
3. Set-up PTMS transaction record, including an assessment as to the suitability of the vehicle for any service potential elsewhere. If unsure, select “available for transfer”. Enter the appraisal source, estimate, FMV, and reason for disposition. Save transaction and inventory records.
4. Notifies the Program Manager (PM) by email (providing the agency # and the license plate #), indicating that the PTC approves the disposition request, the PTMS records are complete, and asks the PM to review PTMS records and release the transaction record.

5. If the record is not released within 5 days, contacts another PM, the fleet planner, or the Program Services section director to obtain an alternate PM to review and release the transaction record.

The PM, or Program Services section designee will:

1. Review the PTMS inventory and transaction record.
2. Within four working days, release the transaction record, or
 - A. Notify the PTC that the records are incomplete and provides information on what needs to be remedied to secure release of the record.
 - B. Confer with the Program Services section director if the vehicle does not qualify for disposal, or the proposed disposal would violate regulations, or is otherwise an exceptional case.
3. Upon the release of the transaction record, notify the PTC by email that the record is released, and make a recommendation regarding the written disposition instructions that the PTC will provide to the transit agency.

The PM's release of the transaction record triggers an Outlook notice to the PTC or the fleet planner regarding any flag or lien. As appropriate, the PTC will request DMV to remove the flag on the DMV records, or the fleet planner will retrieve the title, secure management's release of lien, and provide it to the PTC.

PTC will:

1. Provide written disposition instructions to the transit agency.
2. If appropriate, provide the vehicle title to the transit agency.

If disposition is approved, the transit agency will:

1. Sell the vehicle through bids or auction.
2. Follow disposition instructions.
3. Provide proof of title transfer (Bill of sale or similar document), report disposition date & amount of sale, and account for any difference between selling price and FMV estimate (sales price rationale). Also, filing of [VTR 346](#) is recommended.

PTC will:

1. Enter disposition date, selling price, and sales price rationale or "selling price consistent with FMV" on the transaction record in PTMS.

Appraisal Sources

For All Vehicle Types

- A mechanic not affiliated with the transit agency who can provide an independent quote. The mechanic should indicate this on the written quote.
- A commercial auto dealer (vendor).
- An insurance company (always used in the case of a totaled vehicle).
- A financial institution.

For Standard Vehicles

- In the case of a standard van, minivan, pick-up truck, SUV, sedan, etc., a nationally-recognized program such as Kelley Blue Book, Edmonds , or NADA .
- The DMV's standard presumptive value may also be used for these types of vehicles.

For Transit Vehicles

- Information on used transit vehicles, such as cutaway buses or heavy-duty buses may be obtained by contacting the PTN fleet planner and asking for information from the most recent copy of the "Official Bus Market Report"© (also known as the Bus Blue Book). If the PTMS inventory contains the transit make & model, the model year, and passenger capacity, then simply provide the plate number. If any of that information is missing, PTMS will need to be updated with that information before a quote can be obtained. Alternately, the transit agency may use the on-line services offered by the publisher of the Bus Blue Book at <http://www.bussolutions.com/> to obtain a quote or purchase its own book through this site. Another site is <http://www.shuttlebusvalue.com/>
- No published source exists for conversion vans (type 1, raised roof van with lift and type 7, low-floor minivan with lift). In these cases, obtain a quote corresponding to the unconverted standard van, then provide this to the PTN fleet planner, who will combine it with other inventory information to estimate the value through the use of a conversion van formula:

$$\frac{\text{Purchase Price Standard Van}}{\text{Purchase Price Conversion Van}} = \frac{\text{Value Used Standard Van}}{X (\text{Value Used Conversion Van})}$$