



## Decommissioning of Vehicle Procedure

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## 1. Scope

- 1.1. South East Coast Ambulance Service NHS Foundation Trust (the Trust) is committed to maintaining the safety, availability, and roadworthiness of the vehicles it uses to deliver its core services. To ensure Trust vehicles are kept road legal and compliant they need to be repaired when defects occur.
- 1.2. This Trust document explains the policy and procedure in relation to the disposal of all SECAMB vehicles. The controlled disposal of vehicles is a crucial element of the fleet operation as it is vital to ensure that vehicles are de-commissioned in the correct manner and that their subsequent acquisition and use by a third party presents no risk, either financial or otherwise, to the Trust.
- 1.3. The decision to dispose of a vehicle is determined by a number of factors, mostly related to the age, mileage and economic life of the vehicle, the issue of ownership and lease agreements also have to be taken into account. The Trust's Replacement Vehicle Strategy details the financial aspects of the vehicle replacement programme and this strategy clearly influences the decision to dispose of vehicles.
- 1.4. Prior to disposal, the fleet admin department / Fleet Commissioning Manager will need to establish that the Trust is able to freely dispose of the vehicle ensuring that ownership of the vehicle is determined and that either any relevant lease is expired or that the vehicle has been fully depreciated/written down in the case of vehicles owned by the Trust. This process would normally involve consultation with the Finance department or the leasing company.
- 1.5. Once established that the vehicle can be disposed of. All relevant parties will be made aware that the vehicle is due to be disposed. In the case of an operational vehicle the officer or manager responsible for the vehicle would be notified of the decision and given the details relating to any replacement vehicle if applicable. In the case of other vehicles, managers and any relevant driver would be notified accordingly.
- 1.6. Once the vehicle has been released from service a process of decommissioning the vehicle must commence. With operational vehicles this would normally take place at a central decommissioning site and be managed by the Fleet Commissioning manager. This document explains the vehicle decommissioning procedure that needs to be followed by all SECAMB staff who uses a Trust Fleet vehicle.
- 1.7. For the purpose of this Procedure, Trust vehicles include ambulances, response cars, patient transport service vehicles and hazardous area

response team vehicles as well as non-operational vans and cars that carry out Trust duties.

## **2. Procedure**

- 2.1. This procedure is supported by the flowchart in Appendix A: Decommissioning of vehicle Process.
- 2.2. Once a fleet vehicle has been identified for disposal it is then delivered to the de-commissioning centre with its spare wheel and spare keys for disposal. **Responsibility – Operation Support desk**
- 2.3. The first part of the Asset disposal form will need to be filled out and sent to Head of Fleet for final authorization of disposal. **Responsibility – Fleet admin**
- 2.4. The vehicle will then have all logo's, text and blue lights taken off and be photographed from each side (front, back, left side and right side - vehicle number plate in all photos) **Responsibility – Fleet Commissioning Manager**
- 2.5. Radio equipment will need to be taken off. **Responsibility – Communications Radio Engineer**
- 2.6. Clinical and medical equipment will need to be taken off the vehicle. **Responsibility – Commissioning / Decommissioning vehicle / equipment specialist**
- 2.7. All fuel cards are to be shredded and fuel keys will need to be taken off and sent back to Fleet Admin for cancellation / reuse. **Responsibility – Fleet Commissioning Manager**
- 2.8. Decommissioning spreadsheet to be updated on TEAMS (Lewes Commissioning Centre\ Documents \ General \ Decommissioning) **Responsibility – Fleet Commissioning Manager**
- 2.9. There are three types of disposals, Scrap, Return to Lease or through a private sale. If a vehicle is to go to the scrap yard, then the scrap yard is called to arrange for the vehicle to be sent. If the vehicle is to return to the lease company, then the inspection form must be filled out and the lease company contacted to arrange collection. If the vehicle is to be sold it would either go through Auction or sealed bid process. If the vehicle is to go to auction, then the auction company will need to be contacted and vehicle sent to them. If the vehicle is to go to sealed bids, then an ad will need to be out in the bulletin with instructions or where to send the bids and when the bids will be opened. **Responsibility – Fleet Commissioning Manager**

- 2.10. Whichever the method of disposal the V5 document must be requested from the Fleet Office and sent to the decommissioning centre for the attention of the Fleet Commissioning Manager.  
**Responsibility – Fleet Commissioning Manager**
- 2.11. All relevant information on V5 document must be requested and filled in prior to disposal to ensure any future correspondence relating to this vehicle is directed to the new keeper, the MOT certificate (if current) and any spare keys plus spare wheel will also need to accompany the vehicle prior to its disposal. **Responsibility – Fleet Commissioning Manager**
- 2.12. Once the vehicle has been disposed the vehicle details will need to be taken off the Motor Insurance Database (MID), VUE CCTV & ATSR sim cards cancelled & all disposal documents are to be scanned and attached to the vehicle header record and the vehicle made inactive on the Fleet Management System. **Responsibility – Fleet Administrator**
- 2.13. The Asset disposal form will then need to be submitted to the finance department along with any monies obtained from the sale/scrap of the vehicle. Some monies will be received directly by BACs payment.  
**Responsibility – Decommissioning Manager**

### **3. Responsibilities**

- 3.1. The **Head of Fleet** has overall responsibility for this procedure, including monitoring and audit.
- 3.2. The **Fleet Commissioning Manager** is responsible for ensuring that all SECamb vehicles are decommissioned and disposed of following this procedure.
- 3.3. **Fleet Admin** are responsible for removing the vehicle details from the MID, cancelling all vehicle fuel cards and fuel keys and scanning and uploading all disposal documents on to the Fleet Management system before making the vehicle inactive
- 3.4. **Workshop manager** is responsible for sending the vehicle to the commissioning centre with its current MOT certificate and any spare keys.
- 3.5. **Fleet Admin** is responsible for sending V5 registration document to the commissioning manager.
- 3.6. **The Radio Field Engineer** is responsible for arranging the removal of all communications equipment.

- 3.7. **Commissioning / Decommissioning vehicle equipment Specialist** are responsible for removing all medical equipment.

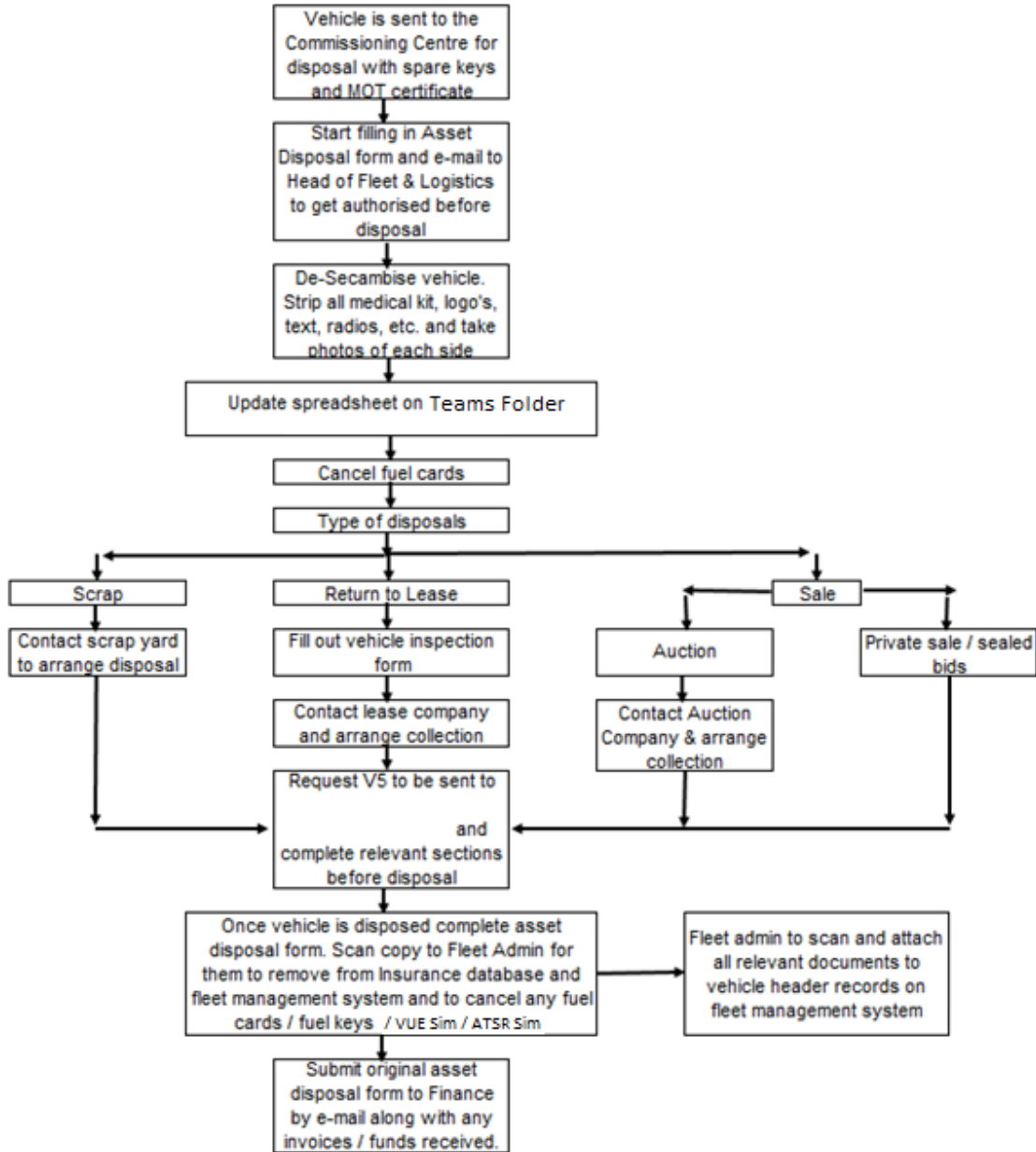
#### **4. Audit and Review**

- 4.1. Monitoring compliance to this procedure on a day-to-day basis will be undertaken by the Fleet commissioning Manager.
- 4.2. Commissioning Manager to check decommissioned vehicles at random to ensure that this procedure is being followed correctly.
- 4.3. Fleet Admin to do a quarterly audit of fuel cards and fuel keys ensuring all current cards and keys are for active vehicles only.
- 4.4. Fleet Admin to do a quarterly audit of spare keys and MOT certificates against a current fleet list to ensure vehicles that have been disposed are still not kept on file.
- 4.5. Admin to check all V5 registration documents once a year against a current fleet list to ensure there are no discrepancies.
- 4.6. The Fleet commissioning Manager will aim to resolve issues of non-compliance with the relevant individual or group. Persistent non-compliance will be reported to the Local Workshop Manager for remediation. In both cases it may be necessary for a remedial action for non-compliance to be part of a personal development plan; or an action plan to remediate the risks of recurrence.
- 4.7. This procedure will be reviewed by the Head of Fleet every three years or sooner if new legislation, codes of practice or national standards are introduced.

#### **5. References**

- 5.1. DVSA

## Appendix A: Decommissioning of Vehicle Process



## **Appendix B: Asset Disposal Form**

Decommissioning of Vehicle Procedure



From:	Fleet Dept														
For Authority Email To:	Head of Fleet John Griffiths														
When Fully Complete Email To:	Kevin Steer	Finance department Crawley Fleet Office													
<b>Vehicle / Lease Vehicle / Asset Disposal - Asset Details</b>															
Description:	<input style="width: 100%;" type="text"/>														
Asset no / Unique identifier / Lease Ref No	<input style="width: 100%;" type="text"/>														
If Fleet:	Reg No:	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>												
Date of Disposal:	<input style="width: 100px;" type="text"/>	Proceeds of disposal	<input style="width: 100px;" type="text"/>												
Method of disposal:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Auction</td><td><input type="checkbox"/></td></tr> <tr><td>Private Sale</td><td><input type="checkbox"/></td></tr> <tr><td>Scrapped</td><td><input type="checkbox"/></td></tr> <tr><td>Insurance Write-off</td><td><input type="checkbox"/></td></tr> <tr><td>Returned To Lease Company</td><td><input type="checkbox"/></td></tr> <tr><td>Other (please give details)</td><td><input type="checkbox"/></td></tr> </table>		Auction	<input type="checkbox"/>	Private Sale	<input type="checkbox"/>	Scrapped	<input type="checkbox"/>	Insurance Write-off	<input type="checkbox"/>	Returned To Lease Company	<input type="checkbox"/>	Other (please give details)	<input type="checkbox"/>	<input style="width: 20px;" type="text"/>
Auction	<input type="checkbox"/>														
Private Sale	<input type="checkbox"/>														
Scrapped	<input type="checkbox"/>														
Insurance Write-off	<input type="checkbox"/>														
Returned To Lease Company	<input type="checkbox"/>														
Other (please give details)	<input type="checkbox"/>														
Signed:	<input style="width: 100%;" type="text"/>														
Date:	<input style="width: 100%;" type="text"/>														
Authorised:	<input style="width: 150px;" type="text"/> Commissioning Manager	Date:	<input style="width: 100px;" type="text"/>												
	<small>(Head of Department/AD/Director)</small>														
	<b>NOTE: A copy of the original sale/scrap document must be attached to this form.</b>														
Replaced by	<input style="width: 100%;" type="text"/> (Description of asset)														
Asset no / Unique identifier / Lease Ref No (if known)	<input style="width: 100%;" type="text"/>														
<b>Finance Department use:</b>															
	Lease Reference Number	<input style="width: 100%;" type="text"/>													
	Asset ID On FA register	<input style="width: 100%;" type="text"/>													
	Gross Current Replacement Cost:	<input style="width: 100%;" type="text"/> £													
	Accumulated Depreciation:	<input style="width: 100%;" type="text"/> £													
	Net Current Replacement Cost:	<input style="width: 100%;" type="text"/> £													
	Sale proceeds:	<input style="width: 100%;" type="text"/> £													
	Profit/Loss on disposal:	<input style="width: 100%;" type="text"/> £													
	Capital Asset Register annotated:	<input type="checkbox"/>													
	Included in Disposal Register:	<input type="checkbox"/>													
<b>Fleet Department use:</b>															
<input type="checkbox"/>	Vehicle Removed From Key2	<input type="checkbox"/>	Fuel Card Cancelled												
<input type="checkbox"/>	Asset disposal form completed and sent to Finance	<input type="checkbox"/>	Vehicle removed from MID												

Please send completed forms to Lewes Finance and Kent Fleet Office.



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