

POLICY 309

VEHICLE ACQUISITION AND DISPOSAL

The purchase of vehicles with funds administered by the Agency shall be from Title III-B (Supportive Services), or Title III-C-1 (Congregate Nutrition) or Title III-C-2 (Home Delivered Meals).

Vehicles purchased from Title III-B funds may only be used for the transportation of clients to and from programs and services. Transportation may be provided for medical appointments, necessary errands such as grocery shopping, and multipurpose senior centers for socialization, a meal, or for other approved uses. A “suggested donation” may be requested to help defray the cost of this transportation service. Any donations accepted are considered to be program income and are to be put back into the program.

Vehicles purchased from Title III-C-1 funds may only be used to deliver food to congregate nutrition sites. Vehicles purchased from Title III-C-2 funds may only be used to deliver meals to homebound Title III-C-2 meal recipients.

PROCEDURE A VEHICLE ACQUISITION

A formal written request must be made to the Agency that includes the following information:

1. Specific need for the vehicle;
2. States the type of vehicle that will fit that need;
3. Lists prices from at least three authorized vendors;
4. Reports the number of clients to be served;
5. Outlines the method of vehicle maintenance; and
6. Documents the need for the vehicle. A needs assessment study or survey of the recipient population is an example of the necessary documentation.

The Agency will respond in writing as to whether the request is approved or denied. If approved, the vehicle must be purchased from the dealer that offers the best comparative price.

The following provisions apply to all vehicles purchased under this policy:

1. The Agency must be listed as a lien holder on the vehicle’s title.

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2. The Service Provider shall include signage of the vehicle to the effect that it is “Funded in part by Title III of the Older Americans Act and/or Lucas Senior Service Levy (as appropriate), using funds administered by the **Area Office on Aging of Northwestern Ohio, Inc.** and the **Ohio Department of Aging.**”
3. The Service Provider must assure and document that all operators and owners of vehicles maintain proof of financial responsibility as required in Ohio Revised Code Section 4509.101 for each vehicle utilized.
4. The Service Provider is also responsible for ensuring full compliance with the Transportation Service Specifications of Appendix 2 to this manual.

PROCEDURE B VEHICLE DISPOSAL

A formal written request must be made to the Agency which:

1. Describes the vehicle in terms of model, make, year, mileage, overall condition (including mechanical and exterior), and reason for disposal of vehicle.
2. Lists loan value and retail value from the current “Blue” book for the vehicle or other authoritative source.
3. Specifies preferred method of disposal.
 - a. In order to preserve federal funds, the maximum amount possible shall be obtained when disposing of a vehicle.
 - i) At least three bids (offers) shall be obtained and the highest bidder should purchase the vehicle.
 - ii) A copy of the receipt of sale shall be sent to the Agency, along with the funds obtained from the sale. Funds will be deposited into the funding stream from which they were originally obtained.

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- iii) If vehicle is to be traded in for another vehicle, the trade-in amount towards the new vehicle should be greater than or equal to the highest amount stated by the bidder. The amount applied toward the new vehicle is still considered to be from the appropriate Title III fund unless returned to the Agency.

- 4. The Service Provider may transfer the vehicle to another organization's non-profit use when the following circumstances exist:
 - a. Vehicle mileage is 150,000 or more.
 - b. Poor mechanical and exterior conditions are present.
 - c. The fair market value is \$1,000 or less.
 - d. The vehicle is seven or more years old.

- 5. The Agency must approve all vehicle acquisition and disposal activities in writing.