



RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

October 27, 2005

TO: BOARD OF DIRECTORS  
THRU: Larry Rubio, Chief Executive Officer   
FROM: Vince Rouzaud, Director of Purchasing and Materials Management   
SUBJECT: Discuss Modifying the Agency's Policy for Transferring Title of Retired Paratransit Vehicles to Include Service Trucks

Summary: In February 2001, the Board of Directors voted to reinstate the Agency's retired vehicle donation policy. The policy essentially allows for the transfer of surplus paratransit vehicles that have been fully depreciated and have otherwise met the Federal Transit Administration's (FTA's) guidelines governing "useful service life" requirements."

The policy further states that surplus paratransit vehicles may be transferred to those cities that are members of the Joint Powers Agency (JPA) and the County of Riverside's Supervisorial Districts 1, 2, 3, and 5.

Staff has recently received a request from a Board member to expand the vehicle donation program to include the Agency's surplus service trucks.

FTA guidelines allows for equipment, which includes service trucks, with a fair market value of \$5,000 or less, to be retained, sold, or otherwise disposed of with no obligation to reimburse FTA, providing useful service life requirements have been met.

If the policy is amended to include service trucks, staff will be required to establish and document the fair market value for any vehicle being considered for donation.

Fiscal Impact:

The Agency plans to replace five (5) service trucks in FY 2006. The five (5) trucks scheduled for replacement are listed below along with the vehicle's estimated fair market value. In determining fair market value, staff researched several online public auction websites and consulted the Kelley Blue Book as an additional resource. As best as can be determined, the 1998 Chevrolet ¾ ton pickup is the only vehicle that exceeds the \$5,000 threshold. As such, this vehicle could not be donated without reimbursing the FTA 80 percent of the vehicle's fair market value. The four (4) remaining vehicles can be donated without any obligation to the FTA. Assuming the other four (4) vehicles were donated, the loss in potential revenue would be approximately \$7,720.

<b>Year</b>	<b>Make</b>	<b>Model</b>	<b>Condition</b>	<b>Mileage</b>	<b>Fair Market Value</b>
1988	Ford	1 Ton Utility	Fair	95,316	\$1,505
1989	Ford	1 Ton Utility	Fair	160,187	\$1,330
1989	Ford	1 Ton Stakebed	Fair	95,135	\$1,755
1993	GMC	1 Ton Utility	Fair	138,231	\$3,130
1998	Chevrolet	¾ Ton Pickup	Fair	111,258	\$5,390

Committee Recommendation:

This item was discussed at the Board Executive Committee meeting of September 22, 2005. The Committee members unanimously approved recommending this item to the full Board of Directors for their consideration.

Recommendation:

Approve modification of Policy for Transferring Title of Retired Paratransit Vehicles to Include Service Trucks.

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Riverside Transit Agency  
Policy For Transferring Title of  
Retired Paratransit Vehicles *and Service Trucks (Surplus Vehicles)*  
(Revised ~~2/22/04~~ 10/27/05)

## Background:

The Riverside Transit Agency (RTA) transfers title of ~~paratransit~~ vehicles *and service trucks (surplus vehicles)* that, according to Federal Transit Administration (FTA) guidelines, have surpassed their useful life. These ~~paratransit~~ *surplus* vehicles are eligible for retirement when they reach at least four (4) years of age and/or have accumulated over 100,000 miles. This criteria may be changed from time-to-time as determined by the FTA. Current criteria for the useful vehicle life of a specific vehicle can be found at [www.fta.dot.com](http://www.fta.dot.com). In many cases, ~~these paratransit~~ *surplus* vehicles may not be in running condition. RTA will not perform any repairs to vehicles that are designated for retirement. Organizations requesting ~~these paratransit~~ *surplus* vehicles will assume full liability upon transfer of title. *Surplus* vehicles will be provided as-is, where-is, with no warranty expressed or implied as to merchantability or fitness of purpose.

## I. Policy

The RTA will consider the transfer of title of ~~paratransit~~ *surplus* vehicles to those cities that are members of the Joint Powers Agency (JPA) and the County of Riverside's Supervisorial Districts 1, 2, 3, and 5 in accordance with the following procedures.

## II. Procedures

1. Written notification of availability of ~~retired paratransit~~ *surplus* vehicles will be made by the chief executive officer to each Board member, each JPA member city manager, and to each office of the four County Supervisors who serve as RTA Board members.
2. There must be a formal written request addressed to the RTA chief executive officer from the requesting JPA member.
3. An internal panel assigned by the chief executive officer will administer the review of *surplus* vehicle requests and actual transfers.
4. A lottery system will be utilized to randomly allocate the ~~retired paratransit~~ *surplus* vehicles when they become available. The ~~paratransit~~ *surplus* vehicles will be allocated through a random lottery process in numerical order, lowest bus number will be first.
5. *Both service and non-profit agencies are eligible for donation of either a service truck or paratransit vehicle as long as vehicles are available. If requests for donation exceed the number of available vehicles, service agencies will be given preference for service trucks.*
- 5-6. A JPA member that receives a *surplus* vehicle will be excluded from receiving another *surplus* vehicle for a 1-year period unless the RTA has more ~~paratransit~~ *surplus* vehicles available than parties who want them.
- 6-7. Vehicle value is considered at current ~~RTA book~~ *fair market* value.

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- 7.8. All RTA logos/decals, license plates, identification numbers, and striping will be removed or covered prior to release of any *surplus* vehicle.
- 8.9. A pre-release inspection will be conducted by the maintenance manager or an appointed alternate, and will be recorded in the *surplus* vehicle's permanent maintenance file.
- 9.10. The new owner will, with concurrence of title transfer, agree to accept the transferred *surplus* vehicle(s) as-is, where-is, and agrees to accept full responsibility for the *surplus* vehicle(s) and to indemnify and hold the RTA harmless against all claims or losses in connection with the possession and/or operation of the *surplus* vehicle(s).
- ~~10.11.~~ Any *surplus* vehicle that cannot pass a safety inspection at the time of transfer will be towed at the new owner's expense.
- ~~11.12.~~ The RTA will provide a written agreement between the RTA and the new owner containing the provisions of this procedure.
- ~~12.13.~~ As part of the agreement, the requesting city or County will not sell the *surplus* vehicle for a period of no less than one (1) year from date of transfer of the *surplus* vehicle from RTA.
- ~~13.14.~~ As part of the agreement, the requesting city or County will use the *surplus* vehicle directly, or assign the use of the *surplus* vehicle to a third party, for transportation purposes for no less than one (1) year from the date of the transfer from RTA.

The RTA may from time to time amend this policy as FTA, RTA or other regulations mandate.