

# Vehicle Practice

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## DECOMMISSIONING VEHICLES, EQUIPMENT AND LINE BODIES

Practice:

### INTRODUCTION

The following practice is to ensure vehicles, equipment, aerial devices, digger/derricks, and line bodies are decommissioned to NSPI requirements.

### PROCEDURE

1. A Service Centre Shop Order is to be written noting "Decommissioned" under the WORK PERFORMED column and using decommissioning account numbers issued by Fleet Services. This provides Fleet Services with information to remove vehicles, equipment, etc. from active inventory.
2. Bring unit into Service Centre and remove all equipment, i.e. radios, lights, fire extinguishers, tires, first aid kits, cabinets, partitions, etc.
3. Remove decals and logos.
4. Clearly identify / tag vehicle and equipment with vehicle unit number and store for disposal.
5. Line bodies not being transferred are stored for disposal. Therefore, to facilitate the removal of the line body from records, note the line body "inventory number" and the wording "storage / disposal" on the Service Centre Shop Order.
6. Aerial devices and digger / derricks that have no useful life remaining must be destroyed. Enter "inventory number" on Service Centre Shop Order and either "scrapped" or removed for "Storage / Disposal".
7. Credit card permits, license plates, and insurance card must be returned to Fleet Services.
8. **Note:** Decommissioning services may be done "in house" or at an approved contractor.

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*Fleet Services*

