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STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF THE CABINET SECRETARY

ROBERT W. FERGUSON, JR.
CABINET SECRETARY

MEMORANDUM

TO: All Cabinet Secretaries and Bureau Chiefs

FROM: Robert W. Ferguson, Jr., Cabinet Secretary
Department of Administration

DATE: March 9, 2007

SUBJECT: Department of Administration Fleet Vehicle Retirement
POLICY CHANGE



Effective immediately, the new policy for vehicle retirement /replacement under the Department of Administration's Fleet Management Program is four (4) years and 100,000 miles.

Prior to this change, the vehicle retirement/replacement policy was five (5) years and 125,000 miles, requiring state agencies to drive and maintain their fleet vehicles beyond the most economical point of replacement. By extending the life of these fleet vehicles, additional maintenance costs have escalated, downtime has increased resulting in loss of productivity, and the resale value has been severely diminished.

Please inform your agency fleet coordinator to contact the Fleet Management Office when your assigned vehicle(s) have met these criteria and need to be replaced. This memorandum and retirement policy change only affects agencies which are statutorily required to lease vehicles through the Department of Administration's Fleet management Program.

Should you or your staff have any questions regarding this policy change, please contact Fleet Manager Janice Boggs at (304) 558-0086 or via email at jboggs@wvadmin.gov.

RWFjr:dmh