

**POLICY FOR TRANSFERRING TITLE
OF RETIRED TYPE II, TYPE VII REVENUE VEHICLES,
TROLLEYS AND SERVICE TRUCKS (SURPLUS
VEHICLES)**

ADOPTED BY THE

**BOARD OF DIRECTORS
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Riverside Transit Agency
Policy for Transferring Title
of Retired Type II Vehicles, Type VII Revenue Vehicles,
Trolleys and Service Trucks (Surplus Vehicles)

Background:

Riverside Transit Agency (RTA) transfers title of vehicles and service trucks (surplus vehicles) that, according to Federal Transit Administration (FTA) guidelines, have surpassed their useful life. Organizations requesting surplus vehicles will assume full liability for the vehicle upon transfer of title. In some cases, surplus vehicles may not be in running condition. RTA will not perform any repairs to vehicles that are designated for transfer. Surplus vehicles will be provided as-is, where-is, with no warranty expressed or implied as to merchantability or fitness of purpose.

I. Definitions

- a. "Useful life" is determined by FTA guidelines, which may be updated or amended from time-to-time. Current criteria for the useful life of a specific vehicle type can be found at www.fta.com. Useful life is measured in terms of years of service or accumulation of miles whichever occurs first, by asset type, as follows:

i. Buses

1. Type VII, medium-duty transit buses – At least 7 years of service or an accumulation of at least 200,000 miles.
2. Type II, light-duty transit buses – At least 5 years of service or an accumulation of at least 150,000 miles.

ii. Light Duty Vehicles

1. Other light-duty vehicles used as service trucks, equipment and to transport passengers (revenue service), such as regular and specialized vans, sedans, and light-duty buses, including all bus models exempt from testing under Title 49 of the Code of Federal Regulations part 665 – At least 4 years of service or an accumulation of at least 100,000 miles.

iii. Trolleys

1. Simulated trolleys with rubber tires and internal combustion engine (trolley-replica buses) – Refer to Subsection I(a)(i) above.

b. “Vehicle value” means current fair market value of the vehicle.

II. **Policy**

This policy applies to surplus vehicles that have a vehicle value of less than \$5,000. RTA will consider the transfer of title of surplus vehicles at the end of their useful life to a registered 501c non-profit or service organization or to a municipality, county agency, or special district located within the boundaries of those cities and the County of Riverside’s Supervisorial Districts that are members of the Joint Powers Agreement (JPA) of the Riverside Transit Agency. For surplus vehicles valued at \$5,000 or greater, the disposition of such vehicles will be in accordance with FTA Circular 5010.1E, and other FTA requirements, as may be amended or updated from time-to-time.

III. **Eligibility Procedures**

1. The chief executive officer, or designee, will administer the review of surplus vehicle requests and transfers of title to eligible recipients. The clerk of the board of directors is responsible for overseeing the application and review process, as outlined in Section IV of this Policy. All approved recipients will be placed on a wait list until a surplus vehicle is available for transfer.
2. When a surplus vehicle(s) becomes available for transfer, the clerk of the board will review the vehicle value and the funding source of the vehicle (e.g. local, state, or federal funding) to determine if such vehicle is eligible for transfer pursuant to this Policy.
3. If a surplus vehicle is identified as eligible for transfer, then verified registered 501c non-profit or service organizations, municipalities, special districts or county agencies located within the boundaries of the JPA may be eligible to receive an available service truck, Type II or Type VII revenue vehicle.
4. A lottery system will be utilized to randomly allocate surplus vehicles to approved recipients currently on the wait list.

5. Approved recipients remaining on the wait list after all available surplus vehicles have been distributed, will remain on the wait list in their current position and will be given priority over subsequent recipients added to the existing wait list. When additional vehicles become available, those recipients who have been given priority will be placed in a separate lottery to determine distribution order. After all recipients on the priority list have either received or declined an available surplus vehicle, a new lottery will take place to determine order of distribution to the remaining approved recipients on the wait list.
6. Approved recipients on the wait list who fail to respond or comply with the letter of agreement for transfer may be removed from the eligibility list and may be required to make a new request to receive a surplus vehicle.
7. Any organization, municipality, special district or county agency that receives a surplus vehicle through the RTA Vehicle Transfer Program will be ineligible to receive a transfer of another surplus vehicle for a period of one (1) year, unless RTA has a greater number of available surplus vehicles than approved recipients on the wait list.
8. All RTA logos/decals, license plates, identification numbers, and striping will be removed or covered prior to the transfer of any surplus vehicle.
9. Prior to transfer of a surplus vehicle, an inspection will be conducted by the maintenance director or an appointed alternate, and will be recorded in the surplus vehicle's permanent maintenance file.
10. In concurrence with the transfer of title, the new owner agrees 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 RTA harmless against all claims or losses in connection with the possession and/or operation of the surplus vehicle(s), and will provide valid proof of insurance for the surplus vehicle to RTA at, or before, the time of transfer.
11. The new owner will be required to comply with all state, federal, and local laws, regulations, and ordinances applicable to the surplus vehicle, including licensure, insurance, and Department of Motor Vehicle requirements. RTA will not advise the new owner regarding any such laws, regulations, or requirements.
12. Any surplus vehicle that cannot pass a safety inspection at the time of transfer will be towed at the new owner's expense.
13. RTA will provide a written agreement between RTA and the new owner containing the provisions of this procedure.
14. As part of the agreement, the new owner will not sell, donate or transfer the

- surplus vehicle for a period of at least one (1) year from date of transfer of the surplus vehicle by RTA.
15. As part of the agreement, the new owner will use the surplus vehicle directly for transportation purposes for at least one (1) year from the date of transfer by RTA.
 16. RTA may, from time-to-time, amend this policy as FTA, RTA or other regulations mandate.
 17. RTA may terminate this policy, with or without notice, by order of the RTA Board of Directors.
 18. This policy does not guarantee the transfer of a vehicle to an eligible recipient.

IV. Vehicle Transfer Application and Review Process

1. A requesting organization must complete a Request for Vehicle Transfer application and submit it to the clerk of the board for review (Appendix A). Failure to complete the application in full or to comply with all application requirements could result in denial of the request. Submission of a Request for Vehicle Transfer application does not in any way guarantee placement on the vehicle transfer recipient list or guarantee that said request will be approved.
2. The requesting organization must provide proof of its registered non-profit status to the clerk of the board at the time of application for vehicle transfer. Failure to provide this verification could result in denial of the request. Municipalities, county agencies, or other special districts are exempt from this requirement.
3. Upon receipt of a completed Request for Vehicle Transfer application and proof of registered non-profit status, the clerk of the board will review the application to determine whether it meets certain criteria including, but not limited to:
 - a. Whether the organization is located within the boundaries of the Riverside Transit Agency.
 - b. The length of time the organization has been in existence.
 - c. The organization's intended use of the vehicle. For example, if the organization will be utilizing the vehicle to transport members of the community to events or social services; and how often they expect to use the vehicle (i.e. weekly, monthly, sporadically).
 - d. The ability of the organization to maintain the vehicle properly.
4. Upon completion of the evaluation and review process, the clerk of the board will forward the application to the Board Executive Committee for further review.
5. The clerk of the board will present the Request for Vehicle Transfer application and

the results of the review process to the Board Executive Committee, on a quarterly or as-needed basis. The Board Executive Committee will determine whether to recommend such application to the full Board of Directors for final consideration and determination.

6. Approval or denial of the request for vehicle transfer is at the sole and absolute discretion of the Board of Directors. Denial of a request is final and said decision is not appealable to the Board of Directors.