



# Vehicle Disposal Guidelines

WisDOT is responsible for approving the disposal of a subrecipient/organization's federally funded transit assets.

Federal rule allows the disposal of an asset which has not reached the end of its useful life, subject to prior WisDOT approval, under the following conditions:

- (1) it is no longer safe to transport passengers and cannot be repaired in a satisfactory manner
- (2) it is not in a safe operating condition and estimates for repairs are high in comparison to the value of the vehicle
- (3) the estimate for repairs considerably exceeds the value of the vehicle

## Step #1: Disposal Requests are processed through the BlackCat System.

What you will need to do:

- Open your organizations BlackCat Inventory
- Select the vehicle you wish to dispose of
- Fill in the "Condition" information - condition, mileage and mileage date
- Scroll to the top of the page – hit "SAVE"
- Then hit "Dispose" - complete any information that is requested and then "SUBMIT"

The BlackCat System will then send the Asset Manager an e-mail to approve the disposal request.

Once the disposal has been approved the BlackCat System will email the person who submitted the disposal request with the approval and instruction.

**You MUST log back into BlackCat download your lien release.**

- Go to your agency inventory list
- Click on "Dispositions"
- Find the vehicle by the VIN, click on "VIEW" – at the bottom of that page you will find the lien release has been uploaded.

**Note: You must wait for WisDOT approval before proceeding to step 2!**

## Step #2: Sell/Dispose the Vehicle Using a Public Sale Method

Upon WisDOT approval of the subrecipient request, WisDOT sends an email to the Subrecipient granting approval to dispose the vehicle/equipment. For vehicles, WisDOT will send the subrecipient/organization the lien release receipt, which releases WisDOT's interest in the vehicle.

Vehicle disposal options vary and are dictated mainly by vehicle condition and local government preferences. **The vehicle(s) must be sold using a public sale bid method.** A vehicle may be offered for bid in a local public auction sponsored by the subrecipient or other licensed seller, or it may be advertised by soliciting bids in a local newspaper. Selling a vehicle via a social media website (e.g., Facebook Marketplace, Craigslist, etc.) is not an acceptable method. Auction websites are an acceptable method, provided the auction listings are available to all members of the general public, and the vendor has clearly established formal processes governing the bidding and sale of the vehicle. Using retired vehicles as 'back-up' or selling to a preferred party is not allowed. Please contact the appropriate WisDOT Program Manager for further assistance.

## Step #3: After completion of Steps #1 and Steps #2, the subrecipient will log onto BlackCat to complete the vehicle disposal process.

- Go to your agency inventory list
- You will need to Click on "Dispositions"
- Find the vehicle click on "VIEW"
- Complete the Disposal Completion items. Disposal date, Disposal Method, Disposition Mileage, Sold to, Proceeds Amount, and Proceeds Use.
- "SUBMIT"

**Please note: 1 )** If the disposed asset has a fair market value of \$5,000 or more and the date of disposal was 11/15/2021 or later, the Federal share of the proceeds must be returned to FTA via pay.gov. Please contact the appropriate WisDOT program manager for assistance.

**2 )** If the disposed asset has a fair market value of \$5,000 or more and the date of disposal was prior to 11/15/2021, the Federal share of the proceeds must be returned to FTA via WisDOT. This will be the federal share of proceeds from the sale of each vehicle; the payment will be made through a reduction in your next reimbursement request for your next new vehicle. Please contact the appropriate WisDOT program manager for assistance.

**Step #4: Maintain records of the asset disposal and proceeds use for at least three (3) years.**

## Useful Life Standards

Useful life of rolling stock begins on the date the vehicle is placed in revenue service and continues until it is removed from revenue service. The useful life in miles refers to total miles in revenue transit service; non-revenue miles do not count towards useful life. Depending on the funding program, minimum useful life for buses, vans, and trolleys is determined by years of service and/or accumulation of miles.

### **Vehicles**

#### *Public Transit Vehicles (5311, 5316)*

Vehicle Type	Useful Life
<b>Vans, autos, station wagons, body-on-chassis buses</b>	100,000 miles
<b>Small heavy-duty single unit transit buses (up to 35')</b>	10 years
<b>Heavy-duty single unit transit buses (35' to 40')</b>	12 years

#### *Specialized Vehicles (5310, 5317, 5339)*

Vehicle Type	Useful Life
<b>Other light-duty vehicles</b> (small buses, regular or specialized vans)	4 years or 100,000 miles
<b>Medium, light-duty transit buses</b> (approximately 25'-35')	5 years or 150,000 miles
<b>Medium, medium-duty transit buses</b> (approximately 30')	7 years or 200,000 miles
<b>Medium heavy-duty transit buses</b> (approximately 30')	10 years or 350,000 miles
<b>Large heavy-duty transit buses</b> (approximately 35'-40', and articulated buses)	12 years or 500,000 miles