



VEHICLE PICKUP AND TOWING POLICY

I. PURPOSE:

To establish clear guidelines for the timely transfer and sale of retired state vehicles through the West Virginia State Agency for Surplus Property (WVSASP). This policy outlines the expectations for all state agencies under the authority of WVSASP to deliver vehicles to the Dunbar location and details the process for scheduling pickups, associated fees, and conditions for vehicle acceptance.

II. POLICY:

State agencies must deliver any vehicle retired from the Fixed Asset System within wvOASIS to the West Virginia State Agency for Surplus Property (WVSASP) within 90 calendar days of its retirement if the vehicle is located within 100 miles of Dunbar, WV. It is highly encouraged that any vehicle within 200 miles in good driving condition be sold at the Dunbar location to maximize profits. The disposing agency is responsible for coordinating and arranging transportation of the vehicle to WVSASP. Failure to meet this requirement within the 90 days may result in the Fixed Asset Disposal (FD) document being rejected back to the agency.

A. Scheduling Pickups and Service Fees

- a. Upon request, WVSASP may be available to pick up vehicles that meet specific conditions. To schedule a vehicle pickup, agencies must make the request at least one week prior to the requested date.
- b. A \$40 service charge applies to all scheduled pickups. Agencies will not be invoiced for the service charge; instead that amount will be deducted from the agency's reimbursement amount for that vehicle.

B. Cancelling Scheduled Pickups

- a. If an agency needs to cancel a scheduled pickup for any reason, they should do so at least 24 hours in advance.

C. Inspection and Acceptance of Vehicles During Pickup

- a. When picking up a vehicle, the WVSASP will conduct a visual inspection of the vehicle upon arrival to ensure that it meets acceptance requirements. The inspection may include turning on the vehicle and checking essential systems, such as the brakes and transmission.
- b. Vehicles must have enough fuel to maintain at least 1/8 of a tank upon arrival at the WVSASP location in Dunbar, WV.



VEHICLE PICKUP AND TOWING POLICY

D. Transportation Fees for Vehicles Meeting Acceptance Standards

- a. For vehicles that pass inspection and are deemed safe to drive, a transportation fee of \$1.25 per mile will be charged.
- b. If a vehicle cannot be safely driven but meets towing criteria — including fitting on WVSASP's trailer and having tires that hold air — the WVSASP may provide towing services at a rate of \$40 per hour plus \$1.25 per mile.

E. Vehicles Failing to Meet Acceptance Standards

- a. If a vehicle pick up is requested, but fails to meet acceptance requirements for pickup or towing, the agency may be charged \$0.75 per mile from the Dunbar location, and the agency may choose to otherwise arrange vehicle delivery to the WVSASP location in Dunbar, WV, or may request the vehicle be sold on site through GovDeals, the state's online auction site.
- b. If a vehicle is located more than 200 miles from the WVSASP and cannot be safely driven, the agency may sell it through GovDeals, the state's online auction site.

F. Right to Deny Requests

- a. The WVSASP reserves the right to deny any request for services, including vehicle pickups, for any reason deemed appropriate by WVSASP. This decision may be based on, but is not limited to, scheduling limitations, resource availability, or safety concerns.

III. EFFECTIVE DATE: This policy will go into effect on April 10, 2025. The Director of the Purchasing Division may revoke this policy at any time.

IV. POLICY NUMBER: SUR-25-001

Approved and issued by:

Samantha Willis, Director/General Counsel
West Virginia Purchasing Division

Appropriate Authority

4/15/25

Date



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POLICY - APPENDIX A

Agency Acknowledgment of Vehicle Disposal Policy

I acknowledge that I have received and reviewed the **Vehicle Disposal Policy** established by the West Virginia State Agency for Surplus Property (WVSASP). I understand that:

1. **Timely Delivery Requirement:** Vehicles retired from the Fixed Asset System within wvOASIS must be delivered to WVSASP within 90 calendar days if located within 100 miles of Dunbar, WV, but encouraged for vehicles within 200 miles of Dunbar.
2. **Pickup Scheduling and Fees:** If requesting WVSASP to pick up a vehicle, I must schedule the request at least one week in advance, and I understand a \$40 service charge will apply.
3. **Cancellation Policy:** If a scheduled pickup must be canceled, I must provide notice at least 24 hours in advance to avoid additional fees.
4. **Vehicle Inspection:** Vehicles must meet WVSASP's acceptance standards, including having enough fuel to maintain a minimum of 1/8 tank upon arrival at the WVSASP warehouse in Dunbar, WV. If a vehicle does not meet these standards, I understand that the \$40 service charge will still apply.
5. **Transportation Fees:** I understand that additional fees apply for transporting or towing vehicles.

By signing below, I acknowledge that I have read, understand, and agree to comply with the requirements outlined in this policy.

Name of Authorized Agency Representative: _____

Signature of Authorized Agency Representative: _____

Position: _____

Date: _____