

Process, Tips, What to Avoid, Resources

Disposal Process

1. Complete the [Title Release Request](#) form before disposing of a vehicle funded through the ODOT Public Transportation Division (PTD). Once all form fields have been completed, select the “Submit” button to send the form to PTD for authorization and release of the vehicle title. This will create a PDF version of the form for your records.
2. The vehicle being disposed of must have met the minimum useful life standard in age or mileage at the time you are actually disposing of it. Any exception to meeting the minimum useful life standard before disposal must be approved by PTD’s capital program manager. This is normally granted only for vehicles with continuing and well-documented major maintenance issues.
3. Vehicles damaged beyond useful repair in an accident should be replaced through an agency’s insurance policy.
4. State- or federally-funded vehicles used in public transportation (public transit vehicles) to be disposed of are typically those being replaced through a federal or state grant agreement. You may only replace a vehicle through a PTD grant agreement once.
5. Sale by public auction is the most common disposal method and meets Oregon requirements for a competitive disposal process. There are several ways to dispose of a vehicle:
 - a. sale at public auction, such as those found on the [State of Oregon Surplus Property](#) website;
 - b. sale or transfer to another public transit agency in your region;
 - c. sale directly to a wrecking yard
6. If you want to directly sell or transfer a vehicle to another agency providing public transportation service in your regional area, collaborate with your PTD regional transit coordinator or the capital program manager to help identify and document the best use opportunity for the vehicle.
7. If selling or transferring a vehicle to another public transit agency, coordinate with that agency to ensure the title is properly transferred with the Oregon DMV. *(PTD does not need to be on the title if the vehicle is no longer being used for public transportation services.)* The receiving agency must continue reporting to PTD on the vehicle if the vehicle is used for public transportation.

A nonprofit agency may request a local public agency (city, county, or transit district) or the Oregon Department of Administrative Services (DAS) for assistance to dispose of the vehicle. DAS uses eBay, allowing the vehicle to be sold without transporting the vehicle to Salem. Please check the [State of Oregon Surplus Property](#) website for more information on this option.
8. Once the vehicle has been disposed of, complete the [Asset Disposal Notice](#) form following the instructions below and submit it to PTD. Until the Asset Disposal Notice form has been completed and submitted to PTD, the vehicle will remain on your OPTIS agency periodic report and you will be required to report on it.

Asset Disposal Notice Instructions

Questions / Fields:

- a. "Have you completed the Title Release Request for the assets you are reporting on here?"
 - Yes:
 - The "Agency Name" drop-down list appears. Select your agency's name. (This menu only shows agencies that have requested titles releases using the Title Release Request form. If your agency is not listed, change your answer to *No*.)
 - Enter the name of your agency's contact person for the disposal.
 - Select the correct VIN from the drop-down list.
 - No:
 - If this vehicle was not funded by the Statewide Transportation Improvement Fund (STIF) and/or federal funds, you do not need to fill out this form and you can stop here.
 - Select from the drop-down list or enter your agency name
 - Enter the name of your agency's contact person for the disposal.
 - Enter the VIN for the vehicle.
- b. Disposal Date:

Enter or select the disposal date shown on the auction document or sales receipt.
- c. Disposal Method:
 - Select "Sold at Public Auction", "Sold to Transit Agency" or "Salvaged/Scrapped" to activate the "Sales Price" field. Enter the sales price from the auction document or sales receipt before auctioneer commission (if paid by the seller) or selling and handling fees are deducted.
 - Select "Donated", "Sold to Transit Agency" or "Transferred" to activate the "Asset Recipient" field.
- d. Asset Recipient (for donated, sold, or transferred assets):

Enter the name of the entity who received the asset.
- e. Disposal Comments (Optional):

Enter any additional comments.
- f. "Was the sales price consistent with Fair Market Value (FMV) methodology?"
 - Yes:
 - Describe the method used to determine FMV such as from Kelley Blue Book, Truck Trader, or similar websites.
 - No:
 - Enter the reason for disposing for less than FMV such as vehicle was totaled in an accident, is inoperable, etc.

g. How was the asset funded?

Check all that apply. Disposition rules will appear for STIF and federal funding methods.

h. Vehicle Remaining Interest (for federally-funded vehicles only):

- Enter “Sales Price” from the auction document or sales receipt including any selling and handling fees (including the auctioneer commission if paid by the seller).
- Enter “Handling Expenses” of ten percent or \$500 whichever is less. (\$500 is the maximum amount allowed.)
- If the “Total” shown is greater than \$5,000, enter the “FTA Match Percentage”. The FTA match percentage is based on the funding source used to procure the vehicle.
- The “FTA Worksheet” section will show any amount due to the FTA.

Note: The FTA portion of any proceeds from the sale of a public transit vehicle must be accounted for in a separate account, such as a vehicle reserve fund. If the proceeds from the sale:

- *are less than \$5,000 after any selling and handling fees (maximum of \$500 or 10 percent, whichever is less, including the auctioneer commission if paid by the seller) are deducted, the proceeds can be used as match for purchase of a future public transit vehicle.*
- *are greater than \$5,000 or more after any selling and handling fees (maximum of \$500 or 10 percent, whichever is less, including the auctioneer commission if paid by the seller) are deducted, the proceeds must be applied to a future grant application. Only the FTA portion is placed in the reserve fund; however, both the federal and local match must be used to reduce the gross project cost of a future project.*

i. Agency Authorized Representative’s Signature

- Use your computer mouse or the touch screen to electronically sign.
- Enter or select the date signed.
- Enter the name of the authorized representative.
- Enter the email address for the authorized representative.

j. Select “Save” to save the form to be completed later or to send it to the authorized representative for signature. A box will open showing “Your progress has been saved. Copy or email the link below and return to your form to complete your submission.” It is recommended that you use the email option.

- “Copy your form link”
 - Highlight, copy, and paste the link where you can find it later to access the form when you are ready to complete or submit it.
- “Email me my link” - Recommended
 - To send the form to the authorized representative for signature, enter their email address and click “Send”.

- To save the form to complete later, enter your email address and click “Send”.
- Clicking “Send” will send a copy of the link to the email address that was entered and a message will appear showing “The email has been sent.”
 - Click the “x” in the upper right corner to close the box.
 - Your information has been saved and it is now safe to close the form.
- k. Once all required fields are complete, click “Submit”. This will bring up a notification box that says “Thank you for filling out the form. Your response has been recorded.” A PDF copy of the form is available in the notification box. Clicking on that form will open a PDF copy for your records.

A PDF copy of this form is also sent to RPTD and to the authorized representative email address entered on the form.

Tips

- If in doubt, ask first. Check with your regional transit coordinator or the PTD capital program manager.
- Review state and/or federal regulations and refer to the PTD State Management Plan and the Transit Provider Handbook for transit agency responsibilities.
- Use the Kelley Blue Book or Truck Trader websites to determine estimates for current fair market value and to determine if a vehicle is considered a capital asset (\$5,000 or higher). The source document (receipt) from the sale of the vehicle determines the actual value that is used to determine the remaining federal interest.

What to Avoid

- Planning to sell a vehicle before it has reached minimum useful life standards of age and/or mileage.
- Selling a vehicle to a non-public transit agency without the proper public competitive auction or bidding process.
- Selling or transferring a vehicle to another public transit agency without first coordinating with your regional transit coordinator to determine the best use of the vehicle.
- Selling or transferring a vehicle to another public transit agency outside of your region.
- Not ensuring that the DMV vehicle title has been properly signed off by PTD, the buyer, or the transferee agency. It is illegal in Oregon to sell a vehicle without a free and clear title.

Resources

- State of Oregon State Surplus can help sell your vehicle(s) at a reasonable fee
- Experienced staff at your agency or other transit agencies
- Your PTD regional transit coordinator
- The PTD capital program manager
- Public transit vehicle vendors can help you determine fair market value. Be sure to inform

them that you are seeking a value for selling at auction or to another agency, not as a trade-in.

Web Site Links

- Kelley Blue Book to determine fair market value on vans and minivans:
<https://www.kbb.com/used-van-minivan/?intent=buy-used&r=82919958445742350>
- Truck Trader online to determine fair market value on small buses:
<https://www.commercialtrucktrader.com/Bus-For-Sale/search-results?category=Bus|2000551>
- DAS State Surplus information on selling vehicles and equipment:
<https://www.oregon.gov/DAS/surplus/Pages/Index.aspx>