

**MARION COUNTY  
ADMINISTRATIVE POLICIES AND PROCEDURES**

**Sponsoring Department:**  
Public Works

**SUBJECT: PURCHASING, REGISTRATION - TITLE AND DISPOSAL OF COUNTY  
VEHICLES**

**1. Purpose**

To establish policy and procedures which govern the purchasing, registering the title and disposal of county vehicles.

**2. General Policy**

Marion County retains ownership of vehicles purchased by Marion County departments.

**3. Policy Guidelines/Procedures**

- a. Marion County departments shall comply with the Marion County Contract Review Board Rules and all other county policies when purchasing vehicles.
- b. Registration and title of the vehicle can be made in the name of Marion County or the department name. The address will be 5155 Silverton Road NE, Salem, Oregon 97305. Title to the vehicle will be filed with the Fleet Maintenance Manager in Public Works. Public Works will forward the registration to the department. Registration will be located in the vehicle in accordance with state law.
- c. Marion County assumes the ownership of vehicles regardless of the owner name or the name on the title. The Director of Public Works or designated representative shall process the registration with the Oregon Department of Motor Vehicles.
- d. Transfer and/or disposal of vehicles will be in accordance with Marion County Contract Review Board Rules. The Director of Public Works or designee is responsible for approving the fair market value of vehicles when authorizing the transfer, trade-in and/or disposal of vehicles. This includes but is not limited to approval or denial to use vehicles as trade in on purchases. Revenue from the sale of vehicles shall be deposited in the fund surplusing the vehicle.
- e. The Director of Public Works or designee shall have the authority to sign for release of title to any and all Marion County vehicles regardless of the registration name or the name on the title. This authority may be delegated at the discretion of the Director of Public Works.

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- f. The Fleet Maintenance Manager will give General Services property management notice of all trades, transfers and sales of vehicles. A copy of the trade in authorization will be forwarded to General Services Purchasing attached to purchase order request (POR) for the new vehicle.
- g. The certificate of origin or title will be presented to Public Works to request an equipment number prior to registering the vehicle with the Department of Motor Vehicles. Public Works will notify Fiscal Services upon receipt of the registration to enter the vehicle on the fixed assets inventory.
- h. Public Works will notify Fiscal Services upon receipt of the registration. Fiscal Services will enter the vehicle on the fixed asset inventory.
- i. All legal and information notices and inquiries concerning vehicles will be coordinated by the Fleet Maintenance Manager in Public Works.

Adopted: 4/93  
Reviewed: 1/96  
Revised: 1/97