



UMassAmherst

University Bus Garage
255 Governors Drive
Amherst, MA 01003-9266

Fleet Operations

phone 413-545-4682
fax 412-545-1930
email transport@umass.edu

Vehicle Retirement Form

Date _____

Department Representative Information

[Click to submit form via email!](#)

The representative listed below sanctions the retirement of the vehicle from the campus fleet.

Department _____ Name _____ Phone # _____

Vehicle Information

Vehicle M# _____ Year _____ Make _____ Model _____

Vehicle Body Type _____ VIN _____

Vehicle Mileage _____ State Plate Number ST _____

Current Location of Vehicle _____

Vehicle Condition Information

General vehicle condition: EXCELLENT _____ GOOD _____ FAIR _____ POOR _____

Are there working keys for the vehicle? YES _____ NO _____

Have the plates been removed? YES _____ NO _____

Have the decals been removed? YES _____ NO _____

Have the plates been turned into Fleet Operations? YES _____ NO _____

Please Note: Plates will be CANCELLED at the RMV - all replacement vehicles will be issued NEW plates.

Does the vehicle run? YES _____ NO _____

Is the vehicle driveable? YES _____ NO _____

Please describe the reason(s) this vehicle is being retired

Be sure to include any defects, why the vehicle does/does not run, and why the vehicle is not driveable (if applicable)

Please attach any quote for repair sent to the department | Use the other side of this page if more room is needed

FOR INTERNAL USE ONLY -----

Original Cost of Equipment \$ _____ Minimum Value Requested \$ _____

UMA Property Asset Number _____ Year Equipment Purchased _____

PLEASE RETURN THIS FORM TO: transport@umass.edu