



# 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)*

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*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