

STATE OF NEW HAMPSHIRE
PUBLIC UTILITIES COMMISSION

LIBERTY UTILITIES (ENERGYNORTH NATURAL GAS) CORP.
d/b/a LIBERTY

Docket No. DG 20-105

Distribution Service Rate Case

Record Request – Exhibit 59

REQUEST:




Please provide criteria the Company uses to determine when to retire a vehicle.

RESPONSE:

Attached is section 21.0 of the Company's Fleet Policy, titled Fleet Vehicle Retirement, which describes the process the Company follows to determine whether to retire a vehicle. Section 21.1 states:

Refer to the tables "Fleet Retirement Conditions" at the end of this section (See Exhibit A2) for the typical conditions under which certain assets will be considered for retirement. In some circumstance a fleet vehicle can be retired early or later.

Bates 002. The referenced tables appear at Bates 006 and 007 and contain the years and mileage criteria for vehicle retirement, which was the specific focus of the Commission's record request.

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21.0 Fleet Vehicle Retirement

21.1 Determining if an Vehicle qualifies for Retirement

This section will provide guidance for when the fleet vehicle is to be considered for retirement. A definition of a fleet vehicle can be found in section Company Fleet and Motor Vehicle Definitions.

Refer to the tables “Fleet Retirement Conditions” at the end of this section (See Exhibit A2) for the typical conditions under which certain assets will be considered for retirement. In some circumstance a fleet vehicle can be retired early or later.

21.1.1 If a vehicle reaches one of the retirement criteria but not all, and is still of sound build, then it is possible to delay its retirement, Each region will assess all vehicles that have reached the appropriate retirement criteria and determine that based on the existing condition of the vehicle and installed components as to whether it is to be kept for an additional replacement cycle.

21.1.2 If a vehicle has not yet reached any of the retirement criteria but has already been a maintenance liability (i.e. the Company has already had to invest a lot of money to keep it operational), then it is possible for an asset to be retired early. This is not a decision that should be reached lightly since it is very possible that the asset will still have balances owing which may need to be closed out whether the Company still has the vehicle or not.




21.2 Retiring a Fleet Vehicle

A Region should always verify replacement – lead times with the Corporate Fleet Office when they are looking to retire a vehicle. This will ensure they provide sufficient time to source and procure the replacement equipment prior to vehicle retirement.

21.3 Retiring an Owned Vehicle

When an OWNED fleet vehicle reaches the retirement criteria, then the “Liberty Fleet Asset Retirement Form” found on The Community under Oakville/Procurement/Fleet folder should be completed with as much information as possible. Any information that is missing will delay the process.

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Approved by Name/Title:	Stephen McCrodan, Purchasing Manager		Date Approved:	7/28/2016		
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- 21.3.1** All required photographs should be offered with the form as these will be required by any auction company for their auction catalogues.
- 21.3.2** A comprehensive description, along with a list of all deficiencies should be provided up front. This will allow for a smoother sale process.
- 21.3.3** Once it is determined that an asset will be retired, all relevant documentation such as the title etc. needs to be gathered and kept available.
- 21.3.4** Each Regions plant accounting office needs to be notified of the vehicle’s retirement so the asset can be removed from the books. This information should include the vehicle year, make, model, Asset number and VIN number

21.4 Retiring a leased Vehicle




When a **LEASED** fleet vehicle reaches the point to retire it, then the “Liberty Fleet Asset Retirement Form” found on The Community should be completed with limited amount of information, all required photographs should be offered with the form.

- 21.4.1** Submit the form with photographs to corporate Fleet office. The Fleet office will work with the Fleet Management Company to schedule and arrange for pick-up of the vehicle.
- 21.4.2** All aspects of the vehicle that Liberty added after the Fleet Management Company sent us the vehicle (such as mobile laptops, radios etc., must be removed prior to the vehicle leaving Liberty’s property. This needs to be arranged for by the local supervisor.

21.5 Typical means of remarketing an Owned Asset/Vehicle

- 21.5.1** Remarketing via Outside Auction
- 21.5.2** Remarketing through our Fleet Management Company
- 21.5.3** Trade in to Local deal (with centralized Procurement, this option may be less appealing)

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21.6 Restrictions

NOTE: The Company is not equipped to sell vehicles directly to the Buyer. This means that we can only sell through an Auction company or a 3rd party seller such as our Fleet Management Company. We are unable to sell directly to an employee or any other individual. There are no exceptions.

21.7 Notifications

Upon receipt of the completed “Liberty Fleet Asset Retirement Form”, Corporate Fleet will notify the Regional/local Finance group of the pending retirement via copy on the email.

22.0 Related Documents - Form

2100-100-400-001 – Vehicular Incident Checklist




2100-100-500-005 – Wheel Chock Guidelines

Liberty Utilities NH - Employee Safety Handbook

Liberty Utilities Alcohol Misuse and Drug Abuse Policy

Drivers Daily Inspection Report

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23.0 References

- Federal Motor Carrier Safety Administration (FMCSA), Part 396
- Liberty Utilities Department of Transportation (DOT) Compliance Manual
- California Employer Pull Notice (EPN) Program

Exhibit A1

Element Fleet Maintenance Guide and fuel card examples.

Maintenance
Management
Program

DRIVER'S GUIDE

USE THIS WHEN SERVICING OR REPAIRING YOUR COMPANY VEHICLE




999999/99999999

SHARON BONASONI
ABC QUALITY COMPANY
3 CAPITAL DRIVE
EDEN PRAIRIE, MN 55344-1234

AUTHORIZATION INSTRUCTIONS			
REPAIRS LESS THAN \$75, or routine maintenance on the Scheduled Maintenance Grid, use this Authorization Number	▶	SAMPLE	
REPAIRS OVER \$75, that are not listed on the Scheduled Maintenance Grid, YOU MUST CALL	▶	1-800-328-6363	
FLEET NAME ABC QUALITY COMPANY			
LOG NUMBER	FLEET NUMBER	UNIT NUMBER	
99999999	999999	99999999	
YEAR	MAKE	MODEL	EXPIRATION DATE



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FLEET RETIREMENT CONDITIONS




Exhibit A2

Vehicles – OTR	Yrs	And-Or	Miles	And-Or	Hours	Estimated Lead Time (months)
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- OTR = Over The Road (as in self-propelled and licensed to run over the road)

Passenger Car	7	or	110,000			3-6 Months *
Passenger SUV	7	or	110,000			3-6 Months *
Passenger Minivan	7	or	110,000			3-6 Months
½ Ton Truck (F1)	8	or	125,000			3-5 Months *
¾ Ton Truck (F2/F3)	8	or	125,000			3-5 Months *
1 Ton Truck (F4)	10	or	150,000			3-6 Months *, **
1-1/2 Ton Truck (F5)	10	or	150,000			4-7 Months **
Full Size Van	7	or	125,000			3-6 Months *
Cube Van	10	or	150,000			4-6 Months *
Service Truck	10	or	150,000	or	10,000	6-8 Months **
Trouble Truck	10	or	150,000	or	10,000	7-9 Months **
Bucket Truck	10	or	150,000	or	10,000	7-9 Months **
Dump Truck	10	or	150,000			7-9 Months **
Material Handler	10			or	10,000	7-9 Months **
Digger Derrick	10			or	10,000	8-10 Months **
Compressor Truck	10	or	150,000			4-6 Months
Welding Truck	10	or	150,000			4-6 Months
Coring Truck	10	or	150,000			

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- All timelines above assume Factory Ordered vehicles and include for Alt Fuel conversion and upfitting where applicable. The above estimates should represent worst case deliveries however every order will need to be confirmed individually.

* Represents an assumed requirement of a CNG Bi-Fuel conversion

** Represents a vehicle with an assumed Service Body and/or Aerial device mounted on it.

Vehicles - Offroad	Yrs	And-Or	Miles	And-Or	Hours	Estimated Lead Time in weeks
Snowmobile	5	and	20,000			2-6
4-Wheeler	5	and	20,000			2-6
Ranger / Gator	10	and	20,000			4-8
Golf Cart	4	or	10,000			
Trooper – Snow Cat	12	and				8-12

Equipment & Trailers	Yrs	And-Or	Miles	And-Or	Hours	Estimated Lead Time in Months
Backhoe	7			or	5,000	1-2 Months
Pole Trailer	25					4-5 Months
Utility Trailer	25					4-5 Months
Equip. Hauler Trailer	25					2-3 Months
Tensioner	15					5-7 Months
Reel Trailer	25					4-6 Months
Forklift – X lbs	10			or	10,000	1-2 Months

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