

## UTAH TRANSIT AUTHORITY POLICY

### UTA.06.04

#### NON-REVENUE VEHICLE FLEET

1) Purpose

The purpose of this policy is to establish guidelines for and promote the most efficient and effective use of Utah Transit Authority's (UTA's) Non-Revenue Vehicle (NRV) fleet. This policy will identify requirements for: authorized users, NRV Replacement and Expansion Guidelines, NRV funding guidelines, maintenance protocols, and general guidance for NRV disposal and reallocation.

2) Definitions

"*Accident/Incident Report*" means the report UTA employees fill out anytime there is an accident or incident in a non-revenue fleet vehicle.

"*JDE*" means JD Edwards enterprise resource planning software.

"*Non-Revenue Vehicle*" or "NRV" means any fleet vehicle owned, rented, or leased by Utah Transit Authority that is not used for transporting fare or fee-paying customers.

3) Policy

The Non-Revenue Vehicle Manager (NRVM), or designee, has overall ownership and responsibility of this policy, as well as related NRV Standard Operating Procedure (SOPs), and will have the overall authority to enforce said policies and SOPs among the Non-Revenue Vehicle Program.

A. Non-Revenue Vehicle Fleet Use

Only UTA employees and approved contractors may operate a UTA-owned NRV. NRVs may be used for business purposes only. NRVs, excluding police vehicles, must be parked and secured on UTA property when not in use. Police vehicles are subject to UTA police procedures.

UTA maintains criteria that provide guidelines for proper use, procurement, maintenance and repair, access, storage, disposal, and documentation of the NRV fleet. NRV fleet users will follow all NRV Agency SOPs for the use and maintenance of the fleet.

Operators of a UTA NRV will follow all local and state traffic laws, carry a valid state issued driver's license, operate the vehicle in a safe and courteous manner, and keep the interior and exterior of the vehicle clean.

In the event of an accident which results in damage to an NRV or injury to a person while operating a UTA NRV, the operator must report such incident to their supervisor or designee as soon as practicable in accordance with the UTA Non-Revenue Vehicle Use SOP.

B. Procurement of Non-Revenue Vehicles

UTA may employ different procurement strategies for different vehicle fleets and groups. NRV procurements will be centrally managed by authorized UTA employees and must follow the Procurement Policy and Procurement of Non-Revenue Vehicles SOP.

C. Funding for Non-Revenue Vehicle Fleet

Funding for NRVs is separated into two categories: capital funding and ongoing routine maintenance (e.g., preventive maintenance) funding. Capital funding will be accomplished through the approval of UTA’s five-year capital plan, which is updated on an annual basis. Ongoing routine maintenance funding will be accomplished through operating budgets. UTA will have discretion as necessary based on their annual budgets to change funding sources.

D. Maintenance and Repair of Non-Revenue Vehicles

All NRVs will be maintained in accordance with an approved vehicle maintenance schedule developed for the specific vehicle type. The NRV Group ensures that each NRV has all registration- and maintenance-related documents stored electronically. Maintenance of the vehicles includes:

1. Regular Visual Maintenance Inspections - provides advanced warning of conditions that will require repair.
2. Scheduled Maintenance - based on manufacturers’ recommendations at a minimum or other UTA-developed maintenance policies.
3. Unscheduled Maintenance – maintenance performed on vehicles as needed to maintain functionality.
4. Tire Replacement.

All vehicle maintenance or repair services will be completed at an approved UTA vendor or at a UTA-operated maintenance site. The Non-Revenue Vehicle Maintenance and Repair SOP further details maintenance requirements for the NRV fleet.

E. Non-Revenue Vehicle Disposal and Reallocation

Based on criteria developed in the Capital Assets Disposal procedure, and Capital Assets Reallocation procedure, NRVs are evaluated for disposal or reallocation based upon when they reach the end of their useful life, as detailed in the UTA’s Transit Asset Management (TAM) Plan, or are required to be retired or disposed for the benefit of UTA.

4) Cross-References

- Corporate Policy 6.1.1 Employee Expectations
- UTA.06.02 Capital Asset
- UTA.01.05 Supplemental Drug & Alcohol
- UTA.01.18 Federal Transit Agency – Drug and Alcohol
- UTA.01.15 Federal Railroad Administration – Drug and Alcohol
- UTA.02.05 Procurement
- UTA.05.01 Use of Electronic Devices While Driving
- AGCY.02.01 Purchase Card (“P-Card”) Procedure
- AGCY.06.01 Capital Asset Creation
- AGCY.06.02 Capital Assets Reallocation
- AGCY.06.03 Capital Assets Disposal

- UTA 5-Year Capital Plan
- UTA Transit Asset Management (TAM) Plan

This UTA Policy was reviewed by UTA’s Chief Capital Services Officer on 03/03/2026, and approved by the Executive Director on \_\_\_\_\_. This policy takes effect on the latter date.

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Jay Fox  
Executive Director

Approved as to form and content:

DocuSigned by:  
*Mike Bell*  
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Counsel for the Authority

**History**

| Date | Action  | Owner                          |
|------|---|--------------------------------|
|      | Adopted – UTA.06.04 Non-Revenue Vehicle Fleet | Chief Capital Services Officer |