

Q: “How do I decommission a state vehicle?”

A: The requirements for decommissioning a state vehicle (in accordance with the mandates set forth in Legislative Rule §148-3 section 4) are for the retiring vehicle to meet 5 years of age and 120,000 miles. Exceptions can be made if the maintenance costs for the vehicle exceed its value (supporting documentation will need submitted). If the retiring vehicle is being replaced, a DOA-FM-059 Vehicle Request form will need to be completed and submitted for approval with the signature requirements. For FMD-leased vehicles, our agency will begin the fixed asset decommission document in wvOASIS and send notification to the leasing agency when complete with instructions on how to schedule delivery to Surplus. For agency-owned vehicles, the agency themselves would need to submit the FD document in wvOASIS. Instructions can be found under the Agency Fleet Coordinator Resources tab of our site.