

School District of Philadelphia

Policy and Procedures

Subject:	Property
Classification:	Disposal or Sale of Donated Motor Vehicles
Date Issued:	May, 1996
Policy Number:	806.2
Issued by:	Office for Deputy Superintendent
Supersedes:	New
Review Before:	As needed

- I. The donation of motor vehicles to a school for the training of students in an approved automotive training program is a critical matter.

Policy and Procedure for the Disposal or Sale of Donated Motor Vehicles:

- A. An organization or commercial enterprise may not donate motor vehicles to the school district and then offer to dispose or sell the motor vehicles once the motor vehicles have been repaired or rehabilitated by the school district.
- B. No components (motor, doors, fenders, etc.,) of a donated motor vehicle may be sold as separate entities.
- C. School District Auction
 - I. If it is determined by the principal or designee and the Office of Education for Employment that a donated motor vehicle has no further educational value, the Office of Education for Employment shall contact the Office of Material's Management to prepare the vehicle for auction.
- D. Salvage
 - I. If it is determined by the principal or designee and the Office of Education for Employment that a donated motor vehicle has no further educational value and is of such poor condition that it could not be sold through the auction procedure, it shall be prepared for salvage. PENNDOT Form MV-6 (Application for Certification of Salvage) shall be prepared by the principal or designee and forwarded to the Office of Education for Employment. Upon request of the Office of Education for Employment, the Office for Materials Management shall dispose of said vehicle(s).

E. Alternative Methods

- I. Any alternative proposal for the disposal of donated motor vehicles shall be recommended by the principal or designee to the Office of Education for Employment. This recommendation shall be forwarded to the Board of Education through a specific resolution for approval. The resolution shall be specific about the alternative method of disposal.