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Tucson Unified School District
Asset Management
2050 E. Winsett
Tucson, AZ. 85719
(520) 225-4899

FACILITIES MANAGEMENT / ***ASSET MANAGEMENT***

VEHICLE DONATION PROCEDURE (GIFTS TO THE DISTRICT)

The following guidelines must be adhered to for accepting donated vehicles to the district.

- A. The donor of the vehicle should annotate the back of the Certificate of Title by crossing out word "sold" and writing in the word "donated" and "TUSD" in the appropriate places. LIENHOLDER should have the word written "none". Certificate of Title must be signed by the owner and NOTARIZED. A copy of a "Lien Clearance" is also required.
- B. The standard procedure requires that a TUSD Equipment Donation Form must be filled out for any equipment, materials, or furniture, etc. by the department/site that is receiving the donated goods on behalf of TUSD and forwarded to the appropriate director. (See attached TUSD Equipment Donation Form)
- C. A separate Equipment Donation Form must be filled out for each individual vehicle that is donated to the district, including the Certificate of Title with the appropriate signatures; a notarized copy of the Lien Clearance and any other documents that describe the donation agreement. This should then be forwarded to the Director of Transportation.
- D. The Transportation Department will be responsible for evaluating the condition of the vehicle and making the determination of ACCEPTING/REJECTING the vehicle donation. They will also determine if the TUSD Auto Shop maintain the vehicle WILL/WILL NOT.

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- E. The Director of Transportation will then forward the Equipment Donation Form, completed with his/her signature of approval or disapproval, to the Director of Risk Management.
- F. The Risk Management Department is responsible for maintaining the Certificate of Title, Certificate of Registration, and insurance coverage if the vehicle is determined to be operable on any public/private road or highway.
- G. The Director of Risk Management will then forward the Equipment Donation Form, completed with his/her signature of approval or disapproval, to the Chief Business Officer.
- H. The Chief Business Officer will then forward the Equipment Donation Form, completed with his/her signature of approval or disapproval, to the Asset Management Office.
- I. The Asset Management Office will be responsible for assigning Asset ID Tag Numbers for ONLY the vehicles maintained by the district. Asset Management will then return a copy of the Equipment Donation Form to the receiving school/department. The school/department will be responsible for tagging the vehicle(s).
- J. Vehicles NOT maintained by the district WILL NOT be issued an Asset ID Tag Number or added to the Asset Stewardship Listing. This vehicle will be required to be tagged as "DONATION" by the receiving school/department.

This procedure also covers the donation of vehicles to the district for the purpose of being used in high school auto shops. The use of these vehicles is restricted to that of training aids, dismantling and/or used for demonstrative purposes. These vehicles WILL NOT be driven and/or operated on any public/private road or highway.