



# Public Transport Fleet Decommissioning & Asset Disposal Checklist 2026

## Pre-Decommissioning Documentation & Approval

Verification of retirement authorization, financial records, and regulatory compliance approvals for removing assets from active service.

### Decommissioning Authorization Date

### Decommissioning Order Reference Number

### Approval Status

- ☐ Pending Review
- ☐ Approved
- ☐ Rejected

### Required Regulatory Permits Verified

- ☐ Environmental Compliance Permit
- ☐ Safety Authority Clearance
- ☐ Finance Department Approval
- ☐ Asset Management Approval

### Approved Authorization Document

 Upload File

### Authorized Manager Signature

## Asset Identification & Inventory Audit

Detailed logging of vehicle VINs, fleet numbers, engine numbers, and decommissioning date to ensure accurate inventory reconciliation.

### Vehicle Identification Number (VIN)

Write something...

### Fleet Asset ID/Number

Write something...

### Decommissioning Effective Date

Enter date...

### Vehicle Type

- ☐ Bus
- ☐ Tram
- ☐ Train
- ☐ Light Rail

### Current Odometer Reading

Enter a number...

### Associated Equipment Included

- ☐ Onboard CCTV
- ☐ Fare Validators
- ☐ GPS Tracking Units
- ☐ Passenger Information Displays

### Asset Photo Evidence

 Upload File

### Auditor Verification Signature

# Data Sanitization & Software Removal

Process for wiping GPS tracking data, fare collection software, driver telematics, and all onboard IT system configurations.

## Data Wipe Completion Date

Enter date...

## Sanitization Method Used

- ☐ Factory Reset
- ☐ Software Overwrite (Zero-fill)
- ☐ Physical Drive Destruction
- ☐ Cryptographic Erasure

## Removed Digital Systems

- ☐ GPS/Telematics Module
- ☐ Fare Collection/AFC Software
- ☐ Passenger Wi-Fi Management
- ☐ CCTV/DVR Storage Media
- ☐ Driver Communication Radio/MDTS
- ☐ Automated Voice Announcement (AVA) System

## Verification of Uninstalled Software Licenses

Write something...

## Digital Erasure Certificate/Log Upload

 Upload File

## IT Technician Certification

# Hazardous Material & Fluid Extraction

Checklist for the safe drainage and disposal of oils, coolants, refrigerants, batteries, and any other toxic substances in compliance with 2026 environmental standards.

## Extraction Completion Date

Enter date...

## Fluids and Materials Extracted

- ☐ Engine Oil
- ☐ Engine Coolant/Antifreeze
- ☐ Brake Fluid
- ☐ Hydraulic Fluid
- ☐ Transmission Fluid
- ☐ Refrigerant Gas (AC)
- ☐ Battery Acid/Electrolyte

### Volume of Recovered Fluids (Liters)

### Disposal Facility Reference Number

### Waste Transfer Note / Disposal Certificate

 Upload File

### Environmental Safety Officer Authorization

## Component Salvage & Parts Reclamation

Identification and removal of reusable components, spare parts, and high-value hardware for maintenance of the remaining active fleet.

### Salvaged Components Identified

- ☐ Engine/Motor Components
- ☐ Transmission/Drivetrain Parts
- ☐ Electronic Control Units (ECUs)
- ☐ Door Actuators & Mechanisms
- ☐ Interior Seating/Fixtures
- ☐ Lighting & Signal Assemblies
- ☐ Tires & Wheel Assemblies
- ☐ Sensors & Telematics Hardware

### Component Condition Report

Write something...

### Estimated Resale/Reuse Value (USD)

Enter a number...

### Photos of Reclaimed Parts

 Upload File

### Date of Extraction

Enter date...

### Parts Manager Verification

## Physical Dismantling & Structural Strip-down

Safety protocols and procedures for the mechanical disassembly of the vehicle body and chassis components.

### Dismantling Commencement Date

Enter date...

### Primary Dismantling Method

- ☐ Manual Mechanical Disassembly
- ☐ Hydraulic Press/Crushing
- ☐ Automated Robotic Cutting

### Structural Components Removed

- ☐ Interior Seating & Upholstery
- ☐ Exterior Body Panels
- ☐ Window Glazing & Frames
- ☐ Chassis & Frame Sections
- ☐ Door Mechanisms & Seals

### Weight of Stripped Structural Material (kg)

Enter a number...

### Notes on Structural Integrity or Damage Found

Write something...

### Photographic Evidence of Strip-down Progress

 Upload File

### Lead Technician Verification

## Branding & Livery Removal

Verification of the complete removal of agency logos, route identifiers, decals, and any proprietary transit branding.

### Removed Branding Components

- ☐ Vehicle Wraps/Vinyl Decals
- ☐ Agency Logos/Emblems
- ☐ Route Number Signage
- ☐ Fleet Identification Numbers
- ☐ Safety & Warning Stickers
- ☐ Promotional Advertisements

### Residual Adhesive/Residue Inspection Notes

Write something...

### Date of Branding Removal Completion

Enter date...

### Photo Evidence of Stripped Vehicle

 Upload File

### Supervisor Verification Signature

## Asset Disposal & Recycling Compliance

Documentation of the final destination of the asset, including scrap metal certificates, recycling permits, and eco-friendly disposal receipts.

### Disposal Completion Date

Enter date...

### Disposal Method

- ☐ Scrap Metal Recycling
- ☐ Resale/Auction
- ☐ Part Harvesting
- ☐ Landfill/Waste Disposal

### Disposal Facility Name

Write something...

### Disposal Certificate or Recycling Receipt

 Upload File

### Compliance Verification Checklist

- ☐ Hazardous Waste Certificate Obtained
- ☐ Environmental Regulations Met
- ☐ Weight/Tonnage Verified
- ☐ Third-party Auditor Notified

### Compliance Officer Authorization

# Final Financial & Asset Register Update

Final step to update the enterprise resource planning (ERP) system and adjust the fleet depreciation and balance sheet records.

## Decommissioning Completion Date

## Asset ID/Fleet Number

## Final Depreciation Value (USD)

## Disposal Method

- ☐ Scrap/Recycle
- ☐ Auction
- ☐ Sale to Third Party
- ☐ Donation

## Disposal Certificate or Invoice

 Upload File

## Finance Officer Approval

## Final Asset Disposition Notes

Write something...

< Previous

> Next

🔑 Finish

🔧 Generate Sample Report