

State of Nevada Vehicle Utilization Codes

Group 1. A.	Description	Minimum Usage
Pooled Administrative Vehicles	<p>A vehicle that is not assigned to a specific driver or function. Vehicles utilized by multiple drivers should be assigned to this group.</p> <p><u>Vehicle Types:</u></p> <p>Sedans, sport utility vehicles, minivans and pick up trucks that are primarily used to transport people and general cargo to conduct routine state business.</p>	<p>Vehicles in this category must be used a minimum of 80% of the available time or be driven a minimum of 8,400 miles annually.</p> <p><u>Available time calculation for this group:</u></p> <p>260 Base work days - 11 Holidays = 249 work Days x 80% = 199 available days of usage annually</p>

Group 1. B.	Description	Minimum Usage
Individually Assigned Administrative Vehicles	<p>Vehicles assigned to an individual driver or function.</p> <p><u>Vehicle Type:</u></p> <p>Sedans, sport utility vehicles, minivans and pick up trucks that are primarily used to transport people and general cargo to conduct routine state business</p>	<p>Vehicles in this category must be used a minimum of 75% of the available time or be driven a minimum of 4,800 miles annually.</p> <p><u>Available time calculation for this group:</u></p> <p>260 Base work days - 11 Holidays - 30 Miscellaneous days (sick leave, vacation, training, etc) = 219 work Days x 75% = 164 available days of usage annually</p> <p>The department / agency must maintain documentation why the vehicle is assigned to an individual driver or function.</p>

Group 2	Description	Minimum Usage
Maintenance and Support / Contractors Equipment	<p>This category is intended for vehicles that are primarily stationed at a specific location and will not get a lot of public road travel.</p> <p>These vehicles are generally used by maintenance / support personnel at a campus or a large facility, park / prison etc.</p>	<p>Vehicles in this category must be used a minimum of 50% of the available time during the season of usage.</p> <p>The department / agency must establish and document the season of usage.</p>

Group 3. A.	Description	Minimum Usage
Public Safety	Vehicles in this category must have specialty equipment installed to support public safety operations or have official markings identifying them as an official public safety vehicle.	Exempt

Group 3. B.	Description	Minimum Usage
Specialty Examples: <ul style="list-style-type: none"> • Pick up truck equipped with a truck mounted service body / cargo body for carrying tools etc. • Van equipped with special testing or sampling devices used for a specific purpose. 	Vehicles in this category are specialty vehicles that are not suitable for general use. They are basically a “mobile tool box” or “mobile work station”. Vehicles in this category perform a specific function and / or have specialty equipment installed e.g., truck mounted tool boxes, cranes / hoists, welders, water tanks, telecommunications equipment, laboratory equipment etc.	Exempt