

REQUEST FOR CHANGES TO THE STATE ADMINISTRATIVE MANUAL (SAM)

Agency Code: 084

Department: Department of Administration

Division (if applicable): Fleet Services

Appointing authority: Keith Wells

Agency contact: Keith Wells, 775-684-1883, kdwells@admin.nv.gov

Budget Analyst: John Borrowman, 775-684-0224, borrowman@admin.nv.gov

Proposed BOE date: 04/08/2014

1. Reason/purpose for requested change:
 - To revise SAM to reflect the name change of the State Motor Pool to the Fleet Services Division
2. Existing and recommended language in SAM (*blue bold italics* is new language being proposed and ~~red strikethrough~~ is deleted language being propose
3. Explain how the recommended change(s) will benefit agencies or create consistencies or efficiencies, etc. (provide examples if applicable):
 - Changes are required to update SAM with the Fleet Services name change and policy changes.
4. Will recommended change have a fiscal impact (if yes, explain):
 - No
5. Proposed effective date:
 - Upon approval of the April Board of Examiners meeting.

BOARD OF EXAMINERS APPROVAL DATE: _____
(for BOE use only)

0504 Insurance and Self-Insurance

- RENTAL VEHICLES - Vehicles must be rented from companies with whom the Purchasing Division and ~~State Motor Pool~~ *Fleet Services Division* have negotiated overriding agreements. It is not necessary for the agency to purchase additional insurance when renting under those agreements as part of the negotiated contract rates, includes insurance coverage. As such, usage of the negotiated contracts is mandatory. Any agency renting outside those agreements will be responsible for their own insurance coverage and for any accident claims.