

## 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](mailto:kdwells@admin.nv.gov)

Budget Analyst: John Borrowman, 775-684-0224, [borrowman@admin.nv.gov](mailto: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)

## 1303 Authorized operators of State Vehicles

1. ~~State employees', temporary employees' or volunteers' conducting official State business and within the course and scope of employment.~~

*A State vehicle will be covered for Auto Physical Damage when driven by a State employee, temporary employees, board members, volunteers, contracted employees and those working in conjunction with the State of Nevada while conducting official State business and within the course and scope of employment.*

*The Defensive Driving course is required for all "Executive" branch employees whose job functions require driving a State vehicle for State business. Reference the Risk Management Division's website for further details and exceptions at <http://risk.state.nv.us>.*

## 1304 Complaint Procedure

- Direct all complaints concerning misuse of State automobiles to the ~~Motor Pool~~ *Fleet Services* Division Administrator who will then notify the agency head regarding possible misuse of a State vehicle. The agency head shall investigate the complaint, discuss the complaint with the offender's supervisor, ascertain that all facts are obtained and request appropriate supervisory action.

## 1316 Records

- Agencies are required to maintain vehicle maintenance records. Records must be established and maintained for each vehicle the agency owns and/or leases. Agencies are required to maintain the manufactures maintenance requirements and/or schedules for owned and leased vehicles. Agencies leasing vehicles from ~~State Motor Pool~~ *Fleet Services Division* are exempt from this requirement.