

## 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 section 1400 to reflect the change of the division's name from State Motor Pool to Department of Administration / Fleet Services Division
  - To update antiquated language
  
2. Existing and recommended language in SAM (*blue bold italics* is new language being proposed and ~~red strikethrough~~ is deleted language being proposed).
  
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 2014 Board of Examiners meeting.

BOARD OF EXAMINERS APPROVAL DATE: \_\_\_\_\_

*(for BOE use only)*

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## 1400 ~~State Motor Pool~~ *Fleet Services* Division

### 1402 Purpose

~~This section advises State agencies how employees may obtain Motor Pool Division vehicles for travel or to transport articles on official State business.~~

*The division provides safe, efficient, environmentally friendly, and cost-effective transportation solutions to state employees.*

### 1404 Policy

~~It is the Motor Pool Division's policy to~~

- ~~1. To ensure~~ *insure* economical utilization of State-owned vehicles, eliminate unauthorized use of State-owned vehicles, provide a ready means of transportation for State employees on State business, reduce the need for use of private vehicles on official State business and to provide central administration for maintenance, care and operation.

### *1405 Services Provided*

- 1. Long-term assigned vehicles. The division maintains a diverse inventory of vehicles for agency use.*
- 2. Short-term assigned vehicles (motor pool operations). The division maintains a diverse inventory of vehicles for agency use.*
- 3. Maintenance and repairs*
- 4. Fueling network*
- 5. Washing facilities*
- 6. Vehicle acquisition and disposal*
- 7. Agencies utilizing vehicles owned by their respective department may utilize any of the services provided by the Fleet Services Division on a charge-back basis.*

## 1406 ~~Motor Pool~~ Division Charges

~~Vehicles are charged out either on a daily basis or assigned to an agency on a monthly basis. Daily rates apply on a 24-hour basis. Vehicles kept longer than 14 calendar days require the Motor Pool Administrator's approval and are charged the full monthly basis. For specific rate or billing information contact the Motor Pool Division at 775-684-1880.~~

- 1. Vehicle usage is charged either on a daily basis or on a monthly basis. Daily rates apply on a 24-hour basis. For specific rate or billing information contact the Fleet Services Division at 775-684-1880 or reference the Fleet Services website <http://fleetservices.nv.gov>*
- 2. Fleet Services will not be responsible for reimbursement of vehicle expenses resulting from running out of fuel; charges for lost or misplaced keys; parking charges; towing, when not a result of mechanical failure; failure to obtain fuel at designated State fuel facilities (except for emergencies) or citations issued for violations of traffic laws or parking ordinances.*
- 3. Agencies assigned vehicles on a monthly basis must submit a Fleet Services Monthly Trip report form MP-3 to the Carson City Fleet Services Office within five working days after the end of the month. Failure to submit timely reports will result in a late fee assessment for each day late. In the event circumstances prevent timely submission, contact the Fleet Services Administrator in advance and request a time extension.*

## 1407 Vehicle Utilization Guidelines

~~The current use requirement for monthly assigned vehicles must meet the utilization requirements pursuant to the State Administrative Manual section 1322. Agencies leasing Motor Pool vehicles on a monthly basis not meeting the aforementioned guidelines will be contacted by the Motor Pool administrator and their vehicle(s) usage will be reviewed for possible reassignment.~~

*Refer to section 1322 of the State Administrative Manual for current vehicle utilization requirements.*

# **1408 ~~Division Location and Hours~~ Facility Locations and Hours of Operation**

Listed below are Motor Pool facility locations and telephone numbers:

## **Reno, Nevada 89502**

~~2550 Terminal Way~~

~~Phone: 775-688-1325~~

~~Hours: 7:00 a.m. to 7:00 p.m. - Monday through Friday~~

## **Reno**

*2550 Terminal Way, Reno NV 89502*

*Phone: 775-688-1325*

*Fax: 775-688-1309*

*Email: [rnomp.admin.nv.gov](mailto:rnomp.admin.nv.gov)*

*Hours: 7:00 a.m. to 7:00 p.m. - Monday through Friday*

## **~~Carson City, Nevada 89701~~**

~~750 East King Street~~

~~Phone: 775-684-1880~~

~~Hours: 7:00 a.m. to 7:00 p.m. - Monday through Friday~~

## **Carson City**

*750 East King Street, Carson City, NV 89701*

*Phone: 775-684-1880*

*Fax: 775-684-1888*

*Email: [ccmpool@admin.nv.gov](mailto:ccmpool@admin.nv.gov)*

*Hours: 7:00 a.m. to 7:00 p.m. - Monday through Friday*

## **~~Las Vegas, Nevada 89119~~**

~~5085 Rent-A-Car Road~~

~~Phone: 702-486-7050~~

~~Hours: 7:00 a.m. to 7:00 p.m. - Monday through Friday~~

## Las Vegas

7060 La Cienega St. Las Vegas, NV 89119

Phone: 702-486-7050

Fax: 702-486-7042

Email: [lvmp@admin.nv.gov](mailto:lvmp@admin.nv.gov)

Hours: 7:00 a.m. to 7:30p.m. - Monday through Friday

**Note:** The ~~Motor Pool~~ office hours as listed are subject to change based on airline schedule changes. Please call the Motor Pool you will be utilizing for current hours of operation.

## *1409 Authorized Operators of Fleet Services Vehicles*

*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>.*

## **1410 ~~Vehicle Requisitioning~~ How to Request a Vehicle**

- ~~1. All employees must have a valid driver's license of the appropriate class, as defined by the Nevada Department of Motor Vehicles, in their possession while operating a State vehicle. All State vehicles must be operated in a safe, courteous and responsible manner and in complete compliance with all motor vehicle traffic laws, including parking regulations.~~
- ~~2. State employees, board members and contract workers or volunteers may operate a State vehicle with the authorization of the hiring agency head prior to vehicle use. Any other people riding as passengers or driving vehicles is prohibited.~~
- ~~3. Paragraph 2 does not prohibit agencies from transporting clients, patients or other passengers where written authorization from the agency head has been given in connection with official State business.~~
- ~~4. Requesters will present to the Motor Pool Division a completed Vehicle Requisition (MP-2) signed by an authorized agency employee. A vehicle suitable for the trip will be provided.
  - ~~a. The attendant will enter the vehicle number and starting mileage on the requisition. If the trip destination is away from division service areas, the driver~~~~

- ~~will be furnished fuel cards. The Motor Pool will retain the Vehicle Requisition while the vehicle is in service.~~
- ~~b. On return, the driver will note in the remarks section of the requisition any discrepancies encountered. Emergency service, if necessary, will be provided as instructed by the attendant, but vehicles shall not be driven in an unsafe condition.~~
- ~~c. A copy of the requisition or computer return ticket will be given to the driver when the trip is completed.~~
- ~~5. When using Motor Pool vehicles, drivers are expected to report any defects or irregularities in the vehicle to a Motor Pool attendant upon return of the vehicle.~~
- ~~6. Motor Pool will not be responsible for reimbursement of vehicle expenses resulting from running out of fuel; charges for lost or misplaced keys; parking charges; towing, when not a result of mechanical failure; failure to obtain fuel at designated State fuel facilities (except for emergencies) or citations issued for violations of traffic laws or parking ordinances.~~
- ~~7. Vehicle Requisition and Trip Reports for assigned vehicles must be submitted in complete form to the Carson City Motor Pool Office within five working days after the end of the month. Failure to submit timely reports will result in a late fee assessment for each day late. In the event circumstances prevent timely submission, contact the Motor Pool Administrator in advance and request a time extension.~~
- ~~8. Reservations not cancelled prior to the time the vehicle is requested will result in a charge of one day's basic rate for that class of vehicle. Cancellations whether by phone or fax will be confirmed by fax by the Motor Pool. Agencies disputing no-show charges will be required to show evidence of cancellation, i.e., fax.~~
- ~~9. At times the Motor Pool Division has insufficient vehicles to cover anticipated rentals. At these times the Motor Pool Division utilizes outside car rental agencies to provide vehicles. These rentals are charged to the using agencies at State contract rates. The State Motor Pool will make all arrangements for rental vehicles and assume responsibility for the necessary paperwork when the vehicles are reserved through the Motor Pool. The Motor Pool will not assume liability for payment for rental cars booked directly with the rental company by the agency.~~
- ~~10. The Motor Pool will arrange transportation to the rental company location for drivers getting rental vehicles in lieu of Motor Pool vehicles.~~

### ***Short-term assignments - 30 days or less:***

- 1. Reservations may be made online at <http://fleetres.nv.gov> or*
- 2. Email or fax a Fleet Services Rental Request form (MP-2) to the location where you will be picking up the vehicle.*
- 3. At times, the division may have insufficient vehicles to cover anticipated rentals. At these times, the division utilizes outside rental car agencies to provide additional vehicles.*
- 4. Fleet Services will make all arrangements for rental vehicles and assume responsibility for the necessary paperwork when the vehicles are reserved through the Fleet Services Division.*

5. *The Fleet Services Division will not assume liability for payment for rental cars booked directly with the rental company by the using agency.*

## *Long-Term Assignment – Assigned on a Monthly Basis*

- 1. Requests for long-term assignment should be included in the agency's biennial budget request. This will allow the Fleet Services Division a chance to review the available inventory and make adjustments as needed to provide for the request.*
- 2. Submit a Fleet Services Vehicle Request form (MP-5) to the Carson City Fleet Services office.*
- 3. If the request was not included in the agency's budget request, every attempt will be made to full-fill requests as inventory levels permit.*

## **1412 Care and Maintenance of State Vehicles**

~~Refer to the State Motor Pool Vehicle Use Manual located in all Motor Pool vehicles and local Motor Pool offices for the care and maintenance of State vehicles.~~

*Refer to the Fleet Services Vehicle Use Manual for the care and maintenance of State vehicles. Vehicle use manuals are located in the glove box of each fleet services vehicle. Copies may also be downloaded from the fleet services website <http://fleetservices.nv.gov>*

## **1414 Insurance and Accident Reporting**

- **Accident**

Refers to any collision involving a State vehicle with a pedestrian(s), other vehicle(s) and/or other fixed or stationary object(s), whether or not any physical damage or bodily injury occurs.

- **Incident**

Refers to non-accident personal injury or physical damage; i.e., vandalism, window or body damage from flying objects, lost or stolen vehicle parts or accessories, vehicle body damage from tire snow chains, etc.

~~All accidents or incidents involving a State vehicle must be reported within 48 hours to the Motor Pool Division and to the Torts Claims Manager of the Office of the Attorney General in Carson City. An accident report packet is located in the glove box. Agencies utilizing Motor Pool Division vehicles will be billed backed the insurance deductible for accidents when their employees are found to be at fault for initiating the accident.~~

- *All accidents or incidents involving a Fleet Services vehicle must be reported within 48 hours to the Fleet Services Division and to the Torts Claims Manager of the Office of the Attorney General in Carson City. An accident report packet is located in the glove*



*box of each vehicle. Accidents reports may be downloaded from the fleet services website <http://fleetservices.nv.gov> .*

**If you are involved in an accident, follow these procedures:**

- ~~1. Stop at once.~~
- ~~2. Render aid to the injured.~~
- ~~3. Notify police, give exact location and advise if there are injuries.~~
- ~~4. Obtain name, address and vehicle license number of other party(s), and obtain names and addresses of all witnesses.~~
- ~~5. Complete police and State accident reports. **Do not sign or make a statement as to responsibility.**~~
- ~~6. As soon as possible notify your supervisor and request he notify Motor Pool (775-684-1880) within 24 hours. (In the event of weekends or holidays, notify on the next working day.)~~
- ~~7. In the event there is bodily injury or substantial property damage the supervisor shall phone the Tort Claims Manager of the Office of the Attorney General as soon as possible and follow up with a written report.~~
- ~~8. Within 24 hours of an accident submit one copy of State of Nevada Vehicle Accident Report (Form No. RSK 001) to Motor Pool and send or fax one copy to the Torts Claims Manager of the Office of the Attorney General, and one copy to Risk Management. Accident reports must include supervisor's signature. **(SAM 0512)**~~

**Note:** Nevada State law requires that the **driver** submit a report on Form Number SR-1 to the Department of Motor Vehicles and Public Safety within 10 days in the event that property damage exceeds \$350 to any one person or for any personal injury or death.

## **1415 Driver Responsibility**

~~Driving on government business carries with it responsibilities. Observe all traffic laws and drive defensively. Failure to observe Motor Pool policies while operating a State vehicle may subject the individual to liability for vehicle expenses incurred and/or revocation of Motor Pool vehicle use privileges. Drivers are prohibited from smoking in daily rental vehicles. A fee will be charged for cleaning vehicles that have been smoked in and drivers smoking in vehicles may be reported to their agency head.~~

- 1. Driving on government business carries with it responsibilities. Observe all traffic laws and drive defensively. Failure to observe all Fleet Services policies while operating a State vehicle may subject the individual to liability for vehicle expenses incurred and/or revocation of Fleet Services privileges.*
- 2. All employees must have a valid driver's license of the appropriate class, as defined by the Nevada Department of Motor Vehicles, in their possession while operating a State vehicle. All State vehicles must be operated in a safe, courteous and responsible*

*manner and in complete compliance with all motor vehicle traffic laws, including parking regulations.*

- 3. Smoking is prohibited in all Fleet Services vehicles. A fee will be charged for cleaning vehicles that have been smoked in and drivers smoking in vehicles may be reported to their agency head.*
- 4. 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>.*

## **1416 ~~Vehicle Fuel and Service Available to Other Agencies~~**

~~Motor Pool Division has an agreement with the Department of Transportation to allow State agencies to use fuel facilities at various locations within the State. These locations are listed in the State Motor Pool Vehicle Use Manual. Additionally, all Motor Pool Division fueling facilities are available to State agencies owning their own vehicles and using the Western Energetix fuel card.~~

~~Western Energetix fuel cards are issued to each vehicle for use when Motor Pool or Department of Transportation facilities are not available or otherwise uneconomical or time-consuming to use. Directions for use of Western Energetix fuel cards are in each vehicle or are available from all Motor Pool offices.~~

~~The cost savings to the State by using these facilities are substantial.~~

~~Agencies owning their individual vehicles are encouraged to contact the Carson City Motor Pool Division for information and a listing of service locations.~~

~~Fuel cards are imprinted with the same number as the license number of the assigned vehicle. **Do not use this fuel card for any other vehicle.**~~

~~Do not use fuel cards for normal vehicle maintenance or purchases of auto parts, tires or accessories without the expressed authorization and purchase order number from the nearest Motor Pool facility. Agencies will be billed for any unauthorized fuel card charges.~~

~~Lost or stolen fuel cards must be reported immediately to the Motor Pool Division, Carson City, Nevada. Agencies will be charged for replacement of lost fuel cards.~~

- 1. Fleet Services utilizes the Department of Transportation fueling network and the current State contracted fuel provider's commercial card lock fueling network. For current information please contact your local Fleet Services office or reference the Fleet Services website <http://fleetsrvices.nv.gov>*
- 2. Fuel cards are assigned to each individual Fleet Services vehicle and are prohibited to be used for any other vehicle than which the card is assigned. Agencies will be*

*charged for unauthorized purchases and may be reported to the Attorney General' Office.*

- 3. Do not use fuel cards for normal vehicle maintenance or the purchase of auto parts, tires or accessories without the expressed authorization of the Fleet Services Division. Agencies will be billed for all unauthorized fuel card charges.*
- 4. Lost or stolen fuel cards must be reported immediately to the Fleet Services Division*

## **~~1417 Long Term Assigned Vehicle Request~~**

~~Any agency requesting a vehicle to be assigned for a period of more than 14 days shall submit such request to the Motor Pool Administrator on Form No. MP 5. Upon review, the Motor Pool Administrator will make a determination based on the information submitted, availability of vehicles for assignment and other additional information concerning past and proposed vehicle use. Agencies anticipating the need for additional vehicles as part of their biennial budget request are instructed to submit a completed MP 5 form to the Motor Pool Administrator no later than May 1 of the year their biennial budget request is submitted.~~

## **1418 Energy Management**

~~The Motor Pool Division is researching ways to conserve gas consumption and may change various policies to accomplish this. Agencies will be notified by memorandum of any revision to the present policy. The Motor Pool, by law, must incorporate alternatively fueled vehicles into the fleet. Any questions or comments on their use may be referred to the Motor Pool Administrator. Agencies using alternative fueled vehicles must use the approved alternative fuel in these vehicles in Clark and Washoe counties.~~

~~**Note:** Policies pertaining to the use of State vehicles are provided as an aid to State employees. Should any questions arise concerning these policies, contact the Motor Pool Administrator's office, Carson City, Nevada, 775-684-1880.~~

- 1. The Fleet Services Division, by law, must incorporate alternatively fueled vehicles into the fleet. . The division has traditionally been proactive in purchasing, utilizing and advocating the use of alternative fueled vehicles. The division is proactive in exploring and embracing all future alternative fuel opportunities. Please direct any questions or concerns to the division administrator.*
- 2. Agencies assigned alternative fueled vehicles must use the approved alternative fuel in these vehicles in while operating in Clark and Washoe counties.*