



# State Administrative Manual



## State Administrative Manual (SAM)

Revised ~~January 14, 2020~~  
*November 10, 2020*

Governor's Finance Office  
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# STATE ADMINISTRATIVE MANUAL

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## **1300 State Vehicles**

### **1302 Policy**

All State-owned vehicles shall be used only for authorized official business and driven by qualified and authorized personnel in a safe and courteous manner. Smoking in State-owned motor vehicles is strictly prohibited.

To avoid violations of State policy prohibiting the use of State vehicles for non-State use, agency heads are urged to remind their employees who utilize State-owned motor vehicles of the provisions of [NRS 204.080](#).

~~When using Fleet Services vehicles in the course of State business, employees must be aware that 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.~~

~~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.~~

*The policies outlined in this chapter are applicable to all State vehicles, whether agency-owned or Fleet Services-owned. Please see SAM 1400 for policies and procedures specific to Fleet Services rental vehicles.*

### **1305 ~~Authorized Operators of State Vehicles~~ Insurance Coverage & Defensive Driving Requirement**

A State-owned vehicle will be covered for auto physical damage when driven by any State employee, temporary employee, board member, commissioner, volunteer, contracted employee or 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-owned vehicle for State business. Employees and other authorized drivers should refer to the Risk Management Division's website for further details at <http://risk.nv.gov/>.

### **1307 Texting While Driving a State Vehicle**

Pursuant to NRS [484B.165](#), a person shall not drive a motor vehicle while using an electronic wireless

communications device to write, send, or read a text-based communication. Furthermore, hand-held mobile phone conversations and accessing the Internet are also prohibited. As used in this section “write, send, or read a text-based communication” means using an electronic wireless communications device to manually communicate with any person using a text-based communication, including, but not limited to, communications referred to as a text message, instant message, or electronic mail.

This does not apply to a driver who is:

1. Reporting a medical emergency, safety hazard, or criminal activity;
2. Using a voice operated navigation system affixed to the vehicle or those riding in autonomous vehicles;
3. Using citizen band or other two-way radios that require a license and have a separate hand-held microphone;
4. A law enforcement officer, firefighter, or emergency medical professional acting within the scope of his/her employment;
5. Conducting hands-free wireless interpersonal voice only communication that does not require manual entry, except to activate, deactivate, or initiate a feature or function.

## **1309 Insurance**

1. The State of Nevada is self-insured.
2. Please access the Risk Management website for a [matrix](#) illustrating the different levels of insurance coverage.
3. Insurance questions should be directed to the Risk Management Division.

## **1310 Identification of State Vehicles**

All State owned or leased motor vehicles must be labeled with the words “State of Nevada” and “For Official Use Only” in plain lettering. The following requirements are the minimum standards:

1. Exempt license plates or a license plate that identifies the vehicle as a State vehicle; for example, a “DOT” plate.
2. Vehicles equipped with exempt plates must have at a minimum one of the following: window decals or decals placed on the outside of the vehicle; or license plate frames labeled with the words “State Vehicle” and “For Official Use Only.”
3. Window decals must be placed in an appropriate area of the front and rear window that ensures the decals do not obstruct the drivers view.
4. Refer to **Section 1312** for exemptions.

## **1311 Home Storage of State Vehicles**

It is the policy of the Board of Examiners that the home storage of State vehicles be authorized in certain circumstances. However, this approval will be limited by individual justification based on convenience and benefit to the State, rather than the authorized driver. The department head or his/her designee is authorized to approve home storage of State vehicles for his/her respective department. Each department

head shall establish policies outlining the process and the justification for the approval. The department must retain all documentation relevant to the policy per their department's records retention schedule. In general, home storage may be authorized only when less costly to the State or when a State vehicle must be used by the employee because the vehicle is specially marked or equipped.

Per the Internal Revenue Service (IRS), home storage of a state vehicle is considered a form of compensation in some circumstances. A vehicle that is used by an employee exclusively for business purposes is treated as a working condition fringe benefit. If an employer-provided vehicle is used for both business and personal purposes, the personal use is considered taxable wages to the employees. As a result, agencies should review the IRS website for current IRS rules. In particular, IRS Publications 15-B and 5137 (IRS Fringe Benefit Guide) should be consulted.

Home storage of State vehicles may be authorized only if the following apply:

1. The department has verified that the justification meets IRS guidelines for non-taxable fringe benefits.
2. The agency is unable to provide adequate, secure storage for the vehicle and the vehicle is at substantial risk if not stored at an employee's home during non-working hours; or
3. The officer or employee is directed, in writing, by the head of the agency to which the vehicle is assigned, or his/her designee, to keep the vehicle at his/her residence because his/her duties include responding to conditions that regularly require an immediate response; or
4. The employee operates out of his/her home.

Authorization may be given for items three and four only if demonstrated, to the satisfaction of the department head or his/her designee, that it is less costly to the State to assign a State vehicle than to reimburse the employee for the use of his/her personal vehicle. This requirement does not apply for items three and four if the vehicle carries or is equipped with special equipment needed to perform duties directly related to the employee's job and the employee is in an emergency response capacity after normal working hours.

The department head or his/her designee must give written approval for the permanent assignment of vehicles to an employee for home storage and a list of those approvals, with justification, must be submitted to the Director of the Department of Administration on or before January 1 of each year together with a report on the value, for federal income tax purposes, of commuting trips made by employees in State vehicles. This report will be made on a form designated by the Director of the Department of Administration. In order to have a complete record, a response from the agency is required even if there are no vehicles authorized for home storage.

#### **Special Note for Law Enforcement Agencies:**

**IRS policy indicates that use of clearly marked police, fire, or public safety officer vehicles by public safety officers is a qualified non-personal use vehicle if, among other stipulations, the employee must always be on call and the employer prohibits personal use other than commuting. Unmarked law enforcement vehicles may be qualified non-personal use vehicles if the vehicle is used by a full-time law enforcement officer authorized to carry firearms, execute warrants, and make arrests, among other requirements. Any State law enforcement agency is responsible for consulting the IRS policies in the development of its own agency policy, and for conforming to those federal policies.**

## 1312 Provision for Unmarked Automobiles

1. The approval for and use of unmarked motor vehicles by State employees shall be granted to the director of each respective department. Such requests are only authorized to be granted for vehicles used in law enforcement activities. All other requests must be submitted to and approved by the department head. The director of each department shall establish policies that define the approval process within their respective department and retain that documentation per the department's records retention schedule.
2. Exemptions: unmarked vehicles are exempt from the labeling requirements outlined in Section 1310.

New undercover cars are to be purchased from existing contracts, but options may be approved so as to avoid an institutional look.

## 1314 Purchase of State Vehicles

Agencies must follow [NRS 334.010](#) and [Chapter 1500](#) of this manual when purchasing vehicles, including:

1. Agencies must complete a [Board of Examiners Request for Approval to Purchase a State Vehicle](#) form and submit to the Governor's Finance Office.
2. Fleets based in Clark County or Nye County may be subject to the alternative fuel vehicle purchase requirements of the federal Energy Policy Act of 1992 (Public Law 102-486). The Nevada Governor's Office of Energy reports on Energy Policy Act compliance for the State's fleet to the U.S. Department of Energy and can provide guidance on meeting vehicle purchase requirements.
3. Vehicles with a police package are recommended for all law enforcement work. Agencies should reference [NRS 484A.480](#) prior to purchasing emergency lights to ensure lights are authorized.
4. State agencies are required to utilize the contracts awarded by the Department of Administration's Purchasing Division for Fleet, Alternative Fuel and Police vehicles and submit a [Vehicle Order Form](#) with their requisition to Purchasing.

## 1316 Vehicle Replacement Policy

1. State vehicles shall be at least 10 years old or have a minimum of 100,000 miles (for sedans)/125,000 miles (for SUVs, vans, and trucks) at the time of replacement.
2. Because of the variety of situations faced by State agencies, agencies may adopt an alternative policy where unusual circumstances justify replacing a vehicle sooner. An agency adopting an alternative policy must submit their proposed policy and its justification to its budget analyst within the Governor's Finance Office for review and approval by the Board of Examiners. The alternative policy may not be adopted until such approval by the Board. Alternative replacement policies shall be attached to an agency's budget request during each budget building cycle.
3. Refer to SAM 1538 or SAM 1540 regarding vehicle excess or disposal.

## 1318 Maintenance

All State-owned and/or Fleet Services Division leased vehicles must be maintained at a level that meets or exceeds the vehicle manufacturer's recommended maintenance schedule. *Please see SAM 1412 for specific requirements regarding regular maintenance of Fleet Services monthly rental vehicles.*

## 1320 Records

Agencies are required to maintain vehicle maintenance records *for agency-owned vehicles*. Records must be established and maintained for each vehicle the agency owns and/or leases from an outside vendor. Agencies are required to maintain the manufacturer's maintenance requirements or schedules for agency-owned and leased vehicles. Agencies leasing vehicles from Fleet Services Division are exempt from this requirement.

## 1322 Complaint Procedure

Direct all complaints concerning misuse of State automobiles to the Fleet Services Division Administrator who will then notify the agency head regarding possible misuse of a State vehicle. *If the vehicle is a Fleet Services Division vehicle assigned to an agency,* The agency head, together with the Fleet Services Division, shall investigate the complaint, discuss the complaint with the offender's supervisor, ascertain that all facts are obtained and take any appropriate supervisory action.

The agency head will promptly communicate with the complaining party to assure him that the State appreciates his/her interest and desires to take action where warranted.

## ~~1324 Vehicle Utilization Requirements~~

~~The utilization policy is applicable to any motor vehicle which is self-propelled (but not operated on rails), used upon a highway for the purpose of transporting persons or property with a gross vehicle weight rating (GVWR) of 8500 pounds or less. GVWR is the maximum allowable total mass of a road vehicle or trailer when loaded — i.e., including the weight of the vehicle itself plus fuel, passengers, cargo, and trailer tongue weight~~

~~Agencies are required to assign each vehicle that is operated within the span of their control to a specific utilization group. This policy applies to all vehicles that are owned or leased by the department, division or agency.~~

~~The utilization table and agency fleet assessment worksheet are available by accessing the following links: [Fleet Assessment Worksheet](#) and [Vehicle Utilization Table](#)~~

# **1400 Fleet Services Division**

## **1402 Purpose**

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

## **1404 Policy**

To ensure 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 *for daily use (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

Agencies utilizing vehicles owned by their respective departments may utilize any of the services provided by the Fleet Services Division on a charge-back basis.

## **1406 ~~Division~~ *Fleet Services Charges and Monthly Trip Reporting***

~~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 *and may result in vehicles being reassigned*. In the event circumstances prevent timely submission, contact the Fleet Services Administrator in advance ~~to and~~ request a time extension.

## 1407 Vehicle Utilization ~~Guidelines~~Requirements

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

*The utilization policy is applicable to any motor vehicle which is self-propelled (but not operated on rails), used upon a highway for the purpose of transporting persons or property with a gross vehicle weight rating (GVWR) of 8500 pounds or less. GVWR is the maximum allowable total mass of a road vehicle or trailer when loaded – i.e., including the weight of the vehicle itself plus fuel, passengers, cargo, and trailer tongue weight.*

*Agencies are required to assign each vehicle that is operated within the span of their control to a specific utilization group. This policy applies to all vehicles that are owned or leased by any department, division or agency. Agencies are required to notify Fleet Services of the utilization group to which the vehicle has been assigned.*

*The utilization table and agency fleet assessment worksheet are available by accessing the following links: [Fleet Assessment Worksheet](#) and [Vehicle Utilization Table](#)*

*Agencies that are requesting vehicles to be assigned to either Group 4 (Public Safety) or Group 5 (Specialty) that are NOT exempt from the usage guidelines linked above must seek Board of Examiners approval for an exemption. This includes vehicles leased from the Fleet Services Division and assigned to individual agencies. Those agencies are responsible for seeking their own exemptions after being notified that they must do so by the Fleet Services Division.*

*Agencies that have assigned monthly rentals in Group 1 (Pooled Administrative Vehicles) and Group 2 (Individually Assigned Administrative Vehicles) and Group 3 (Maintenance/Contractors Equipment) must adhere to the minimum usage requirements each year. The Fleet Services Division is responsible for monitoring each agency's minimum usage. Monthly vehicle usage data is required to be reported to Fleet Services by each agency (please see SAM 1406). Failure to report timely and accurately may result in reassignment of an agency's vehicles. Fleet Services will send each agency formal notification of any monthly rental vehicles that are not meeting the usage standards. Failure to utilize Group 1, 2, or 3 vehicles at a minimum level may result in reassignment of those vehicles to another agency by the Fleet Services Division.*

*Any agencies that cannot utilize its Group 1, 2, or 3 vehicles at the minimum level must demonstrate a mission-critical need to retain the vehicle and must request an exemption to the usage requirements from the Board of Examiners. Exemption requests must be in the form of a memorandum from the agency to the Board of Examiners with a copy to the Fleet Services Division. Failure to request a time exemption from the Board of Examiners, together with failure to maintain the minimum required usage of the vehicle, will result in reassignment of an agency's vehicles by the Fleet Services Division.*

## 1408 Facility Locations and Hours of Operation

### 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

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

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 office hours as listed are subject to change ~~.based on airline schedule changes~~. Please call the ~~Motor Pool~~*Fleet Services office* 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 How to Request a Vehicle

### 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** *adjust* 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 **fulfill** ~~full-fill~~ requests as inventory levels permit.

## 1412 Care and Maintenance of *Fleet Services* 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>

*Fleet Services is responsible for notifying agencies that their assigned vehicles are scheduled for maintenance. Agencies are responsible for returning their assigned vehicles to Fleet Services for any required maintenance. Agency failure to cooperate with regular maintenance schedules may result in the agency's assigned fuel cards being temporarily shut down or possible reassignment of that agency's assigned vehicles by the Fleet Services Division.*

## 1414 Insurance and Accident Reporting

*All accidents or incidents involving a Fleet Services vehicle must be reported within 48 hours to the Fleet Services Division and to the Tort Claims Manager of the Office of the Attorney General.*

### •— 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 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>

## 1415 Driver Responsibility

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 *any* 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 Fleet Services rental* ~~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~~ Cards

1.— Fleet Services utilizes the Department of Transportation (*NDOT*) 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.—

*Since both the NDOT fueling network and the commercial card lock fueling network are accessible, two 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. The Fleet Services Division will monitor all fuel card transactions and will notify agencies of any misuse of fuel cards.* Agencies will be charged for unauthorized purchases and may be reported to the Attorney General’s Office.

3.—

*Agencies shall* ~~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.

## **1418 Energy Management**

~~1.~~—The Fleet Services Division, by law, must incorporate alternatively fueled vehicles into the fleet.

~~1.~~—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.



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This does not apply to a driver who is:

1. Reporting a medical emergency, safety hazard, or criminal activity;
2. Using a voice operated navigation system affixed to the vehicle or those riding in autonomous vehicles;
3. Using citizen band or other two-way radios that require a license and have a separate hand-held microphone;
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2. Vehicles equipped with exempt plates must have at a minimum one of the following: window decals or decals placed on the outside of the vehicle; or license plate frames labeled with the words “State Vehicle” and “For Official Use Only.”
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1. The department has verified that the justification meets IRS guidelines for non-taxable fringe



benefits.

2. The agency is unable to provide adequate, secure storage for the vehicle and the vehicle is at substantial risk if not stored at an employee's home during non-working hours; or
3. The officer or employee is directed, in writing, by the head of the agency to which the vehicle is assigned, or his/her designee, to keep the vehicle at his/her residence because his/her duties include responding to conditions that regularly require an immediate response; or
4. The employee operates out of his/her home.

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The department head or his/her designee must give written approval for the permanent assignment of vehicles to an employee for home storage and a list of those approvals, with justification, must be submitted to the Director of the Department of Administration on or before January 1 of each year together with a report on the value, for federal income tax purposes, of commuting trips made by employees in State vehicles. This report will be made on a form designated by the Director of the Department of Administration. In order to have a complete record, a response from the agency is required even if there are no vehicles authorized for home storage.

#### **Special Note for Law Enforcement Agencies:**

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Agencies must follow [NRS 334.010](#) and **Chapter 1500** of this manual when purchasing vehicles, including:

1. Agencies must complete a [Board of Examiners Request for Approval to Purchase a State Vehicle](#) form and submit to the Governor's Finance Office.
2. Fleets based in Clark County or Nye County may be subject to the alternative fuel vehicle purchase requirements of the federal Energy Policy Act of 1992 (Public Law 102-486). The Nevada Governor's Office of Energy reports on Energy Policy Act compliance for the State's fleet to the U.S. Department of Energy and can provide guidance on meeting vehicle purchase requirements.
3. Vehicles with a police package are recommended for all law enforcement work. Agencies should reference [NRS 484A.480](#) prior to purchasing emergency lights to ensure lights are authorized.
4. State agencies are required to utilize the contracts awarded by the Department of Administration's Purchasing Division for Fleet, Alternative Fuel and Police vehicles and submit a [Vehicle Order Form](#) with their requisition to Purchasing.

## 1316 Vehicle Replacement Policy

1. State vehicles shall be at least 10 years old or have a minimum of 100,000 miles (for sedans)/125,000 miles (for SUVs, vans, and trucks) at the time of replacement.
2. Because of the variety of situations faced by State agencies, agencies may adopt an alternative policy where unusual circumstances justify replacing a vehicle sooner. An agency adopting an alternative policy must submit their proposed policy and its justification to its budget analyst within the Governor's Finance Office for review and approval by the Board of Examiners. The alternative policy may not be adopted until such approval by the Board. Alternative replacement policies shall be attached to an agency's budget request during each budget building cycle.
3. Refer to SAM 1538 or SAM 1540 regarding vehicle excess or disposal.

## 1318 Maintenance

All State-owned and/or Fleet Services Division leased vehicles must be maintained at a level that meets or exceeds the vehicle manufacturer's recommended maintenance schedule. Please see SAM 1412 for specific requirements regarding regular maintenance of Fleet Services monthly rental vehicles.

## 1320 Records

Agencies are required to maintain vehicle maintenance records for agency-owned vehicles. Records must be established and maintained for each vehicle the agency owns and/or leases from an outside vendor. Agencies are required to maintain the manufacturer's maintenance requirements or schedules for agency-owned and leased vehicles. Agencies leasing vehicles from Fleet Services Division are exempt from this requirement.

## **1322 Complaint Procedure**

Direct all complaints concerning misuse of State automobiles to the Fleet Services Division Administrator who will then notify the agency head regarding possible misuse of a State vehicle. If the vehicle is a Fleet Services Division vehicle assigned to an agency, the agency head, together with the Fleet Services Division, shall investigate the complaint, discuss the complaint with the offender's supervisor, ascertain that all facts are obtained and take any appropriate supervisory action.

The agency head will promptly communicate with the complaining party to assure him that the State appreciates his/her interest and desires to take action where warranted.

## **1400 Fleet Services Division**

### **1402 Purpose**

The Fleet Services Division provides safe, efficient, environmentally friendly, and cost-effective transportation solutions to state employees.

### **1404 Policy**

To ensure 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**

- Long-term assigned vehicles. The division maintains a diverse inventory of vehicles for agency use.
- Short-term assigned vehicles for daily use. The division maintains a diverse inventory of vehicles for agency use.
- Maintenance and repairs
- Fueling network
- Washing facilities
- Vehicle acquisition and disposal

Agencies utilizing vehicles owned by their respective departments may utilize any of the services provided by the Fleet Services Division on a charge-back basis.

### **1406 Fleet Services Charges and Monthly Trip Reporting**

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>

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.

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 and may result in vehicles being reassigned. In the event circumstances prevent timely submission, contact the Fleet Services Administrator in advance to request a time extension.

## **1407 Vehicle Utilization Requirements**

The utilization policy is applicable to any motor vehicle which is self-propelled (but not operated on rails), used upon a highway for the purpose of transporting persons or property with a gross vehicle weight rating (GVWR) of 8500 pounds or less. GVWR is the maximum allowable total mass of a road vehicle or trailer when loaded – i.e., including the weight of the vehicle itself plus fuel, passengers, cargo, and trailer tongue weight.

Agencies are required to assign each vehicle that is operated within the span of their control to a specific utilization group. This policy applies to all vehicles that are owned or leased by any department, division or agency. Agencies are required to notify Fleet Services of the utilization group to which the vehicle has been assigned.

The utilization table and agency fleet assessment worksheet are available by accessing the following links: [Fleet Assessment Worksheet](#) and [Vehicle Utilization Table](#)

Agencies that are requesting vehicles to be assigned to either Group 4 (Public Safety) or Group 5 (Specialty) that are NOT exempt from the usage guidelines linked above must seek Board of Examiners approval for an exemption. This includes vehicles leased from the Fleet Services Division and assigned to individual agencies. Those agencies are responsible for seeking their own exemptions after being notified that they must do so by the Fleet Services Division.

Agencies that have assigned monthly rentals in Group 1 (Pooled Administrative Vehicles) and Group 2 (Individually Assigned Administrative Vehicles) and Group 3 (Maintenance/Contractors Equipment) must adhere to the minimum usage requirements each year. The Fleet Services Division is responsible for monitoring each agency's minimum usage. Monthly vehicle usage data is required to be reported to Fleet Services by each agency (please see SAM 1406). Failure to report timely and accurately may result in reassignment of an agency's vehicles. Fleet Services will send each agency formal notification of any monthly rental vehicles that are not meeting the usage standards. Failure to utilize Group 1, 2, or 3 vehicles at a minimum level may result in reassignment of those vehicles to another agency by the Fleet Services Division.

Any agencies that cannot utilize its Group 1, 2, or 3 vehicles at the minimum level must demonstrate a mission-critical need to retain the vehicle and must request an exemption to the usage requirements from the Board of Examiners. Exemption requests must be in the form of a memorandum from the agency to the Board of Examiners with a copy to the Fleet Services Division. Failure to request a time exemption from the Board of Examiners, together with failure to maintain the minimum required usage of the vehicle, will result in reassignment of an agency's vehicles by the Fleet Services Division.

## 1408 Facility Locations and Hours of Operation

### 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

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

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 office hours as listed are subject to change. Please call the Fleet Services office you will be utilizing for current hours of operation.

## 1410 How to Request a Vehicle

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

1. Reservations may be made online at <http://fleetres.nv.gov> or
2. Email 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 adjust 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 fulfill requests as inventory levels permit.

## **1412 Care and Maintenance of Fleet Services 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>

Fleet Services is responsible for notifying agencies that their assigned vehicles are scheduled for maintenance. Agencies are responsible for returning their assigned vehicles to Fleet Services for any required maintenance. Agency failure to cooperate with regular maintenance schedules may result in the agency's assigned fuel cards being temporarily shut down or possible reassignment of that agency's assigned vehicles by the Fleet Services Division.

## **1414 Insurance and Accident Reporting**

All accidents or incidents involving a Fleet Services vehicle must be reported within 48 hours to the Fleet Services Division and to the Tort Claims Manager of the Office of the Attorney General.

**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 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>

## **1415 Driver Responsibility**

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.

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 any 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.

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.

The Defensive Driving course is required for all "Executive" branch employees whose job functions require driving a Fleet Services rental 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 Cards**

Fleet Services utilizes the Department of Transportation (NDOT) 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>

Since both the NDOT fueling network and the commercial card lock fueling network are accessible, two 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. The Fleet Services Division will monitor all fuel card transactions and will notify agencies of any misuse of fuel cards. Agencies will be charged for unauthorized purchases and may be reported to the Attorney General's Office.

Agencies shall 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.

Lost or stolen fuel cards must be reported immediately to the Fleet Services Division.

## **1418 Energy Management**

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.

Agencies assigned alternative fueled vehicles must use the approved alternative fuel in these vehicles in while operating in Clark and Washoe counties.