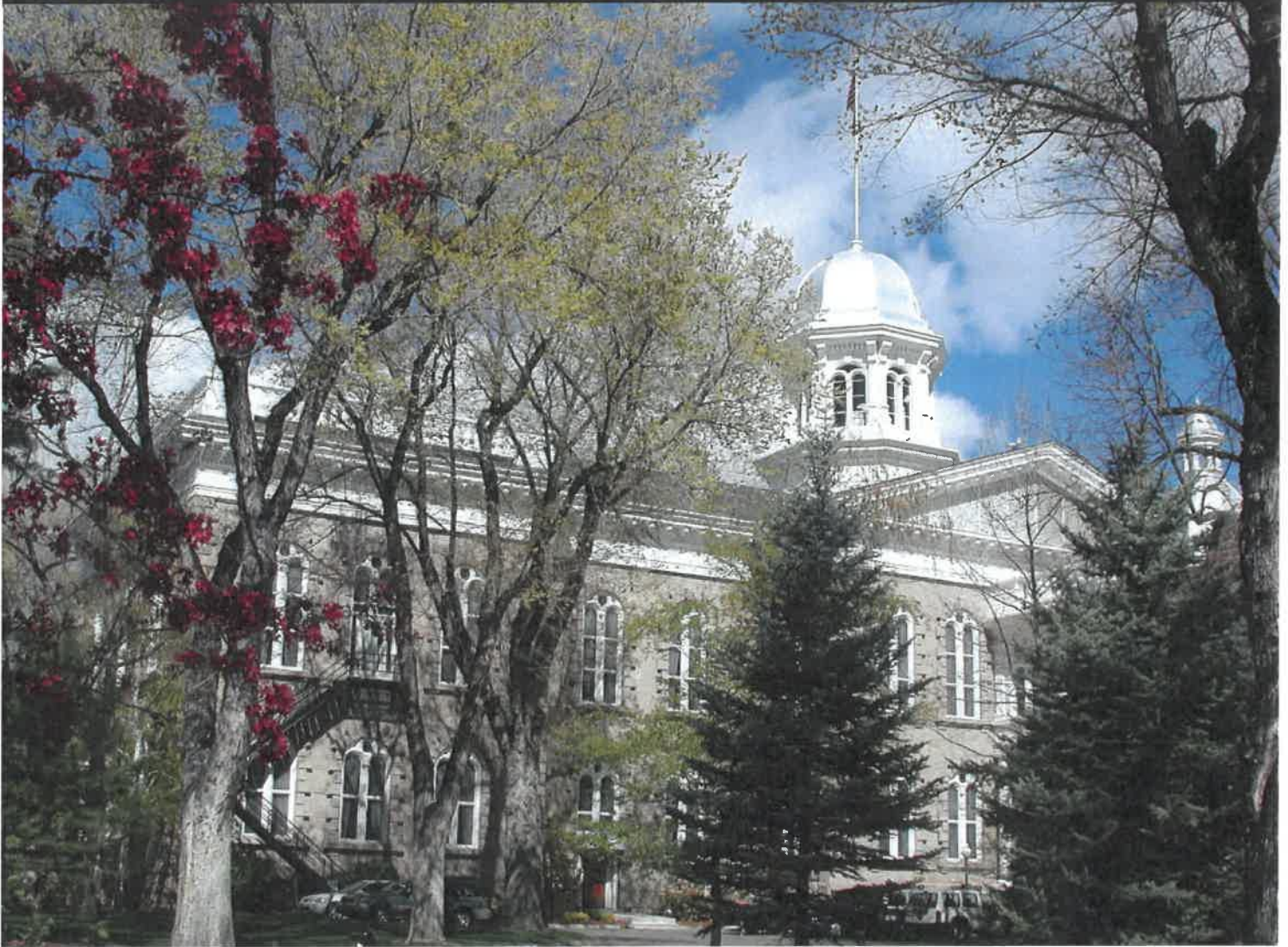




State Administrative Manual



State Administrative Manual (SAM)

Revised [April 9, 2019](#) [January
14, 2020](#)

Governor's Finance Office
Budget Division
209 E. Musser Street, Room 200
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(775) 684-0222

STATE ADMINISTRATIVE MANUAL

Table of Contents

CHAPTER	REVISED
0000 Introduction	<u>August 9, 2016</u>
0100 Board of Examiners Policies	<u>August 9, 2016</u>
0200 Travel	<u>August 14, 2018</u>
0300 Cooperative Agreements and Contracts	
0400 Records	
0500 Insurance and Risk Management	
0600 Administrative Procedures	<u>August 9, 2016</u>
0700 Open Meeting Law	<u>August 9, 2016</u>
1000 Buildings and Grounds	
1200 Mail Service	
1300 State Vehicles	<u>December 19, 2016</u> <u>January 14, 2020</u>
1400 Fleet Services Division	
1500 Purchasing	
1600 Information Technology	
1700 Attorney General	<u>November 8, 2016</u>
1800 Printing	<u>November 8, 2016</u>
1900 Public Works Board	
2000 Nevada State Library Archives	
2400 Division of Internal Audits	<u>August 8, 2017</u>
2500 Budgeting	<u>September 12, 2017</u>
2600 Claims	<u>April 9, 2019</u>
2700 State Accounting System	<u>January 9, 2018</u>
2800 Chart of Accounts	<u>January 9, 2018</u>
2900 Tort Claims	
3000 Federal Grant Procedures	<u>July 10, 2018</u>
3500 Group Insurance	<u>August 9, 2016</u>
3600 Retirement	<u>December 19, 2016</u>
3700 Unemployment Compensation	
3800 Deferred Compensation	

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.

1305 Authorized Operators of State Vehicles

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~~ [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.

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.

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.**
~~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 completely fill complete-out a Board of Examiners Request for Approval to Purchase a State Vehicle form and submit to the Governor's Finance Office. State fleets based in Clark County and Washoe County may be subject to alternate fuel vehicle acquisition requirements per NAC 486A. Agencies are responsible for ensuring all vehicle purchases meet the requirements of NAC 486A if applicable. Law enforcement and emergency vehicles are exempt from NAC 486A.~~
2. Fleets based in Clark County or Nye County may ~~also~~ 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 State 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. ~~2.~~ 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.
- ~~3.~~ Agencies purchasing new passenger sedans with a vehicle classification size of either compact or intermediate are required to purchase vehicles that have achieved the SmartWay or SmartWay Elite certification pursuant to the federal Green Vehicle Guide. A listing of approved vehicles can be viewed on the Purchasing Division website at: <http://purchasing.nv.gov/>. Agencies may also view the federal green vehicle guide at [Green Vehicle Guide | US EPA](#). The Board of Examiners must approve any exemptions to this requirement.
- ~~4.~~ Law enforcement vehicles are exempt from the SmartWay and SmartWay Elite requirement.
4. ~~Other agencies requesting an exemption for a specific vehicle purchase must request the exemption by submitting~~ 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 Justification Sheet 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.

1320 Records

Agencies are required to maintain vehicle maintenance records. 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. 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](#)



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1200 Mail Service	
1300 State Vehicles	<u>January 14, 2020</u>
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