



Division of State Parks

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REFERENCES: State Administrative Manual, Chapter 1300. Various state and local motor vehicle operating policies were reviewed prior to developing this policy. Division of State Parks Workplace Health and Safety Program, Chapter 1, section II, NRS 204.080 and NRS 284.888(3)(a).

PURPOSE: To provide a uniform directive on the use of state vehicles, equipment and vehicle operations within State Parks. Vehicle operation is one of our greatest liability exposures, a potential cause of employee injury and a significant budgetary impact, especially related to the cost of treating injuries and repairing vehicles damaged in accidents or not properly maintained. This policy is intended to save lives, decrease injuries, reduce liability and minimize damage to division vehicles.

Organization: The division will ensure the prevention of misuse of agency vehicles and equipment. The division operates a fleet of vehicles throughout Nevada. These vehicles are essential to carrying out the division's mission and statutory responsibilities. It is vital they are carefully maintained and cared for in order to extend the life of the vehicles and reduce budget impacts.

PRIOR POLICY: This policy supersedes the prior policy dated 10/15/2009 and policy 71-1, State Vehicles, Equipment and Supply Use, dated 6/28/2002.

PROCEDURES

I. Basic Responsibilities

- A. Division vehicles are used for official business only and driven by a qualified and authorized employee in a safe and careful manner and not for personal use. Smoking in State-owned vehicles, is strictly prohibited except in those vehicles assigned to an individual employee for his/her exclusive use per SAM 1302.0. Giving a ride to relatives, spouse, friend or other person, when not acting in an official capacity, is a direct violation of state use policy and can be a misdemeanor under NRS 204.080. Employees on travel status may use a division assigned vehicle to travel between the work site and their overnight accommodations or to obtain meals. All vehicles or equipment will be left at the duty station at night except for personnel on overnight trips and only while on those trips. All vehicles must be returned to the office or duty station once the employee returns from a trip with the exception noted in paragraph I.B.1-2.
- B. The administrator will enforce the statutory provisions in NRS 204.080 to prevent use of state vehicles and equipment for non-official use. Other State owned equipment will not be used for personal purposes at the work location or removed from a park for personal use.

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1. Per State Administrative Manual (SAM) 1306.0, home storage of State vehicles may be authorized only if the following apply:
 - a. The vehicle is clearly marked “police”, “highway patrol”, “fire,” or “emergency medical service”.
 - b. The officer or employee is participating in an ongoing undercover investigation.
 - c. The officer or employee is requested to keep the vehicle at his/her resident for the convenience of the State for a period not to exceed one week including overnight or weekend home storage to accommodate early morning departure or late night arrival.
 - d. The agency is unable to provide adequate, secure storage for the vehicle and, due to special equipment or other circumstance; the vehicle is at substantial risk if not stored at an employee’s home during non-working hours.
 - e. The officer or employee is directed, in writing, by the administrator 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.
 - f. The employee operates out of his/her home.

2. The administrator can authorize employee the temporary keeping of a state owned vehicle at the home of the authorized on a case-by-case basis.

- C. Any permanent or seasonal employee, volunteer or other approved operator of a vehicle must be properly licensed for the type of vehicle being operated and have completed the mandatory Defensive Driving course provided by Risk Management. Supervisors must give new employees the Employee Driver’s Test (SFY-15 form, see Attachment A), if they cannot attend the mandatory class before duties require them to use a state owned, leased or rented vehicle. This does not supersede the mandatory course.

- D. Supervisors are responsible for ensuring each employee under their supervision possesses a valid driver’s license and that it authorizes them to operate the type of vehicle required in the performance of their duties.

- E. Employees who are or may be required to operate a state owned, leased or rented motor vehicle as a condition of their employment in the performance of official duties are responsible for notifying their supervisor if their driver’s license is suspended, revoked, canceled or if they have otherwise been disqualified from holding a driver’s license. Employees are also responsible for reporting any situation that may alter their authorization or ability to operate a motor vehicle, such as a legal or court-ordered suspension of driving privileges or any limiting medical conditions. Supervisors must be notified as soon as possible, but no later than the following day after the occurrence. Failure to inform the supervisor of any such situation may subject the employee to disciplinary action.

- F. Emergency: An unexpected occurrence or set of circumstances demanding immediate attention of a life/safety emergency. For the purpose of this policy, emergencies will include situations involving medical emergencies, vehicle breakdowns and inclement

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weather situations that preclude field personnel from utilizing personal vehicles for official business.

- G. Pets: Personal pets of division personnel are unauthorized to ride in a state owned vehicle and abuse of this policy is grounds for disciplinary action against the employee.

II. Responsibilities of Managers and Supervisors

- A. Managers and supervisors will ensure, based on available information, authorization to operate state vehicles or equipment is granted only to individuals who in their judgment can safely operate a particular vehicle. They will ensure no authorization is granted to individuals with restricted driving privileges, improper certification, lack of training/familiarity with the vehicle or equipment or who have not completed the mandatory Defensive Driving course.
- B. To the best of their ability, managers and supervisors will ensure no individual is authorized to operate a state owned vehicle, rental vehicle or a privately-owned vehicle in the performance of duties while:
 - 1. Intoxicated by a controlled substance or intoxicating beverages, including impairment resulting from the use of any drugs (legal or illegal); or
 - 2. Impaired by medical or physical conditions or other factors that affect his/her motor skills, reaction time, or concentration.
- C. Managers and supervisors will immediately suspend driving privileges for any individual who, in the performance of official duties, is:
 - 1. Arrested for, charged with or convicted of reckless driving, driving while intoxicated, or driving under the influence;
 - 2. Arrested for, charged with or convicted of a criminal offense related to a traffic incident involving alcohol or drugs, including, but not limited to, vehicular homicide, vehicle manslaughter, or endangerment;
 - 3. Disqualified from holding a state driver's license, including suspension, revocation, or cancelation of a state driver's license for the type of class of vehicle operated; or
 - 4. Fails to submit any required information or fails to submit to a required blood or urine test when required for their driving classification.
- D. Current state policy concerning driving under the influence of alcohol (DUI) in a state vehicle - on duty or off duty – states that state employees who are arrested in a state vehicle and convicted of DUI will result in termination from state service. Convictions for the purpose of this policy include guilty pleas or “nolo contendere” pleas.
- E. The requirements for vehicle/equipment operators, who are required to operate as a condition of employment or in the performance of official duties, where applicable:
 - 1. Possess a valid state driver's license for the class of vehicle being operated;
 - 2. Possess current authorization from his/her supervisor to operate a motor vehicle;

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3. Comply with state and local laws and the lawful instructions of emergency and law enforcement personnel;
4. Wear seat belts, as well as all passengers whether on or off the highway;
5. Abstain from ingesting controlled substances, intoxicating beverages, over the counter drugs or other medications that caution against operating a motor vehicle;
6. With the exception of emergency and law enforcement personnel whose duties and responsibilities require otherwise, do not transport intoxicating beverages, controlled substances or any passenger who is intoxicated or in the possession of intoxicating beverages or controlled substances;
7. Do not transport unauthorized passengers (those passengers not involved in official park activities unless pre-approved by the appropriate supervisor);
8. Abstain from activities or situations that adversely impact the individual's ability to safely operate motor vehicles, unless their job requires otherwise. These activities or situations may include, but are not limited to fatigue, adverse weather, illness, reading, dictation or using a cell phone.
9. When backing up a vehicle with more than one occupant, one occupant is required to stand outside the vehicle and check for any possible obstructions or oncoming traffic while the vehicle is backing up. If there is only one occupant, he/she must get out of the vehicle and walk completely around the vehicle for the specific purpose of observing any potential obstructions before actually backing up.
10. At the beginning of each day, the individual vehicle operator must review the vehicle checklist (ADM-51, see Attachment B), which should be located in the glove compartment or elsewhere inside the vehicle. The checklist is to be used as a reference when doing the vehicle inspection.
11. Attend Risk Management's mandatory Defensive Driving course or refresher course. The refresher course is required every four years and is available online.

F. Other authorized personnel who can temporarily operate state owned vehicles could include local government officials, members of any board or commission within the department and volunteers who have written and signed agreements with department agencies. Non-state personnel can be passengers in a state owned vehicle, if those persons are required for the normal course of state business.

G. Vehicle Operating Authorization

All permanent and seasonal employees, volunteers or other approved vehicle operators, whose job functions include the operation of a state owned, leased or rented vehicle must have written authorization to operate a motor vehicle from their manager/supervisor.

1. To request authorization or reauthorization, individuals must complete an authorization form (see Attachment C).
 - a. Permanent employees and permanent seasonal employees must complete the mandatory Risk Management Defensive Driving refresher course every four years.

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- b. Returning seasonal employees, not classified as permanent, must complete the Defensive Driving course and take the refresher course every four years.
 - c. All new employees must receive the Employee Driver's Test (SFY-15 form, see Attachment A) from their supervisor if they cannot attend the mandatory class before duties require them to use a state owned, leased or rented vehicles. This does not supersede the mandatory course.
2. The originally signed vehicle operating authorization forms must be filed in the employee's personnel at the division office and copies kept in the park's or region's personnel files.

H. Reporting Incidents/Accidents

All division employees must report the following to their supervisor as soon as possible, but no later than 24 hours:

- 1. All incidents involving a state-owned, leased or rented motor vehicle or privately owned vehicle that occur during the performance of their official duties;
- 2. All on-duty incidents involving a state-owned, leased or rented vehicle, or a privately-owned vehicle that could result in a violation, citation, charge, arrest, warrant or civil action;
- 3. All incidents involving a state-owned, leased or rented vehicle or a privately-owned vehicle involving the use of intoxicating beverages; impairment resulting from drugs (legal or illegal), illness or medical condition or other factors that impair concentration, motor skills or reaction time; and
- 4. Any suspensions, revocations, or cancelations of his/her driver's license, for any length of time, or disqualification from holding a state driver's license.

Failure of the motor vehicle operator to report such incidents to the supervisor as soon as possible after the occurrence, but no later than 24 hours may result in disciplinary action.

I. Disciplinary Action Involving Vehicle Incidents/Accidents or Other Abuses

- 1. All accidents, incidents will be reviewed by the immediate supervisor, region manager, deputy administrator to determine if the accident or incident was unavoidable due to negligence.
- 2. Employees involved in accidents and/or incidents involving negligence will be notified of the findings.
- 3. If the findings determine an accident and/or incident was due to negligence, disciplinary action will be taken as follows:
 - a. A first avoidable accident or incident will result in a written reprimand and referral to the most appropriate training for all permanent and seasonal employees.
 - b. A second avoidable accident or incident within a three year period will result in a three day suspension without pay and appropriate re-training. Non-permanent seasonal employees will be terminated.

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- c. *A third accident or incident within a three year period will lead to increasingly severe disciplinary action. This may include an increased number of days of suspension without pay.*
- 4. Failure to report accidents or incidents that result in an injury or damage to a motor vehicle will result in disciplinary action up to and including dismissal.

Original signed by: SIGNED <hr/> David K. Morrow, Administrator	May 19, 2010 <hr/> Date
Original signed by: SIGNED <hr/> Leo Drozdoff, Director	May 20, 2010 <hr/> Effective Date

Copy to Regions: 5/24/2010
Review Date: _____

NEVADA DIVISION OF STATE PARKS

Employee Driver's Test

Name _____ Date _____

Park _____ Examiner _____

Equipment # _____, 2wd _____ 4wd _____

Score as (+) plus or (-) minus. Any (-) score will require training requested of employee in that category.

_____ VALID NEVADA DRIVER'S LICENSE

Starting Motor

_____ Vehicle checks (prior refer to MA-1)

_____ Park in proper gear *

_____ Fasten seat belts (Explain NIC coverage)

_____ Set parking brake

_____ Disengage clutch and gear

_____ Start safely on steep hill

_____ Look behind vehicle

_____ Back safely on steep hill (utilize mirrors and rear vision, watch speed, steering, etc.)

Use of Controls

4wd Only

_____ Smooth start

_____ Disengage hubs on paved surface *

_____ Does not ride clutch

_____ Use of transfer case*

_____ Does not grind or select wrong gear

_____ Proper care in engaging and disengaging hubs

_____ Does not race or stall engine

_____ Maintain control while manipulating controls

_____ Uses proper signals

*in accordance of manufacturer's recommendations

_____ Smooth stop

Employee Signature

Examiner's Signature

VEHICLE SAFETY CHECKLIST

The following checklist is intended to assist employees in determining whether a vehicle is safe. Any “no” answer should be cause for concern and corrective action. Before and after each trip, drivers should review the following checklist:

Vehicle Number _____

	Yes	No
Is the equipped with the following items in good operating condition:		
Adequate Rearview Mirrors?		
Safety Belts?		
Windshield wipers blades and fluid?		
Horn?		
Correctly adjusted headlights?		
Brake lights?		
Emergency brake?		
Turn/directional signals?		
Good tires with adequate tread and correct pressure?		
Gasoline tank at least half full?		
Where applicable, two-way radio working?		
Spare Tire with jack?		
Radiator fluids at required levels?		
Oil dip stick shows required levels?		
Taillights?		
License plate?		
Intact windshield, with no cracks?		
Is there a state vehicle accident packet in the glove compartment or elsewhere in the vehicle?		

A copy of this form must be inside every state owned vehicle for review.

**AUTHORIZATION FOR USE OF
STATE OWNED, LEASED OR RENTED VEHICLE**

I hereby verify the below driver has take the mandatory Defensive Driving course or refresher course on _____ (date), meets all the requirements listed in Policy #01-2, section II D and is hereby authorized to use a state owned, leased or rented vehicles.

Driver's Name (Print)

Driver's Position/Title

Driver's Signature

Park/Location of Operation

Manager/Supervisor's Signature

Date