

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATIONS
268**

USE OF STATE AND PERSONAL VEHICLES

Supersedes: AR 268 (08/14/09); AR 268 (Temporary, 11/25/13)
Effective Date: 12/17/13

AUTHORITY: NRS 204.080; 281.160; NAC Chapter 41, SAM 504.0 – 506.0; SAM 540; SAM Chapter 1300; SAM Chapter 1400; SAM 1544; and SAM 2418

RESPONSIBILITY

1. All Department employees are responsible to know and comply with this regulation.
2. The Compliance Enforcement Supervisor of the Plant Operations Division is responsible to investigate all incidents involving damage to Department vehicles, or other incidents involving Department or State vehicles.
3. The Division Heads/designees are responsible for all vehicles located both in the North and South Administration Offices and Prison Industries.
4. The Inspector General/designee is responsible for all vehicles assigned to their offices.
5. The Warden/designee is responsible for all of the vehicles located in the Institution, Rural Camps, and the Restitution Center.
6. The Lieutenant/designee is responsible for all of the vehicles located at Central Transportation offices, both North and South.

268.01 STATE VEHICLES

1. Department employees will drive State vehicles for official business only.
2. Drivers shall possess and carry a valid operator's license. The employee is responsible to report any changes to a valid operator's license such as suspension, revocation, or changes to class or restrictions, to their supervisor.
3. Drivers shall comply with all motor vehicle and traffic laws. This includes all State, county, and municipal laws and all local parking requirements.
 - A. State vehicles operated by Department employees while out-of-state must comply with all motor vehicle and traffic laws as stated above.

B. The driver will ensure the State vehicle is secured when parked either on or off Department property.

4. The Fleet Manager/designee in charge of fleet vehicles at each location will ensure that the vehicles are ready for use. If not located in the vehicle, a gas credit card may be obtained from the facility/office where the vehicle is assigned for long trips.

5. Should a vehicle break down while being operated, it should be moved off the roadway, and the driver should call:

A. The Fleet Manager/designee at the respective facility for assistance and direction, especially if repairs are required.

B. A local tow company, if after hours.

C. The driver should NOT call the company listed on the gas card. The company is not contracted to provide emergency assistance.

268.02 HOME STORAGE OF STATE VEHICLES

1. Home storage of State vehicles must be pre-authorized by the Director and the written approval must be forwarded to the Deputy Director of Support Services.

2. Eligibility for home storage must meet the requirements set forth in the State Administrative Manual 1306.0 – Home Storage of Vehicles.

3. The Deputy Director of Support Services will provide a written list with appropriate justification, and approval of a permanent assignment of vehicles to an employee for home storage. The DD will submit the list to the Director of the Department of Administration on or before January 1 of each year. The DD will also prepare a report listing the value of the employee's commuting trips while in State vehicles for submission to the Director of the Department of Administration for federal income tax purposes.

268.03 VEHICLE ACCIDENT REPORTING/STATE PROPERTY DAMAGE

1. All vehicle accidents must be reported immediately, in detail, to the Compliance Enforcement Supervisor, the Fleet Manager, and appropriate law enforcement officials.

2. The Compliance Enforcement Supervisor will investigate all vehicle accidents and will notify Risk Management and the Attorney General's Office, if applicable.

3. Employees must complete a Vehicle Accident Report Form RSK-001 within three (3) days after the accident and submit the form to their supervisor.

4. The Warden or Division Head/designee must sign all forms and forward them to the Compliance Enforcement Supervisor. The Compliance Enforcement Supervisor will maintain all records.

5. The Warden or Division Head/designee will obtain repair estimates as required and will submit all paperwork to Compliance Enforcement Supervisor.

6. State employees are defended and indemnified in accordance with Nevada Administrative Code, Chapter 41 in the event of an accident and claim for damages.

268.04 STATE MOTOR POOL VEHICLES

1. If the Department directs travel and a Department vehicle is not available, the employee should use a State Motor Pool vehicle rather than a personal vehicle for State business. Employees must complete the Daily Vehicle Approval form (MP-2) and obtain approval to use a State Motor Pool vehicle from a Deputy Director/designee. Form MP-2 must be signed by one of Support Services' Travel Coordinators.

2. If an employee reserves a vehicle but does not claim the vehicle or cancel the reservation, the employee may be held personally responsible for charges billed to the Department by State Motor Pool.

3. Drivers shall comply with State Motor Pool rules and regulations while driving a State Motor Pool vehicle. Drivers shall comply with all motor vehicle and traffic laws. This includes all State, County, and Municipal laws and all local parking requirements.

268.05 PERSONAL VEHICLES

1. The use of a private vehicle is not authorized unless a Department vehicle or Motor Pool vehicle is not available. In an emergency, or if the employee is directed or prior approved to drive a personal vehicle for the State's convenience, they will be entitled to expense reimbursement as provided in AR 265, Travel.

2. Insurance on an employee owned vehicle is primary and would cover the State's liability arising out of any accident involving an employee-owned vehicle used while on State business. At no time will an uninsured personal vehicle be used on State business.

268.06 OTHER REQUIREMENTS

1. All State employees are required to wear safety/seat belts when traveling in any vehicle on State business. This applies to State owned or personal vehicles, and it applies to the driver and all passengers.

2. There will be no smoking in State owned vehicles.

268.07 VEHICLE ACQUISITION, TRANSFER AND DISPOSAL PROCEDURES

1. All vehicle acquisitions, transfers and disposals must be done in accordance with SAM 1544 and 1540, AR 215 Fixed Asset Inventory Control, and all local institutional Operating Procedures, as required.
2. All vehicle changes as noted above must have a completed Property Disposition Request (PDR) form with the required signatures, prior to the vehicle location change.

268.08 VEHICLE MAINTENANCE

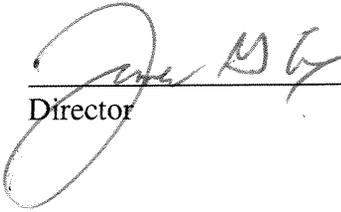
1. Each office or facility where the vehicle is assigned or located will perform preventative maintenance and maintain accurate records for each vehicle.

268.09 VEHICLE OPERATION BY INMATES

1. No inmate assigned to Medium or Close custody may operate a motor vehicle under any condition. The only exceptions are inmates assigned to Prison Industries that have been approved by the Deputy Director of Prison Industries and the Warden of the institution or facility where the inmate is housed.
2. Inmates assigned to Minimum or Community Trustee custody may operate a motor vehicle on State property only.
3. Inmates assigned to the Nevada Division of Forestry (NDF) may drive a vehicle only in an emergency situation where the vehicle is at risk of destruction, or the NDF Supervisor is incapacitated.
4. Inmates assigned to Prison Industries must have specific approval from the institution's Warden to operate any vehicle. Inmates assigned to Prison Industries may, with the approval of the Prison Industry Supervisor, operate vehicular machinery used in the every day operation of the industry, such as a forklift. The inmate worker must have a valid certification from a source approved by the Deputy Director of Prison Industries prior to operating this machinery. This certification should be kept in the inmate's I-file with a copy located at the industry.
5. Inmates assigned to the Restitution or Transition centers may drive commercial vehicles during the course of their employment for the conduct of business only if approved by NDOC staff. The inmate must have a valid driver's license and the employer must provide the appropriate insurance.

APPLICABILITY

1. This regulation requires an Operational Procedure for the Support Services Division and each institution..
2. This regulation requires an audit as part of the annual review of internal controls pursuant to SAM 2418.0.



Director

12/20/17
Date