
**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 010
EFFECTIVE DATE: 04-07-2009
REVISED: 02/20/18
AUTHORITY: BOC
COUNTY MANAGER: PAW

SUBJECT: VEHICLE AND EQUIPMENT ASSIGNMENT AND USE

I. PURPOSE: To provide direction to management for the use and assignment of county owned vehicles and equipment.

II. POLICY AND PROCEDURES:

A. Driver responsibilities.

Use of county vehicles and equipment is limited to county employees who, by the nature of their duties, have a need to operate such equipment. Vehicles will not be assigned to employees as a personal benefit of their position. Abuse or misuse of vehicles or equipment will result in disciplinary action. Employees who are charged with the operation of county vehicles will be responsible for the following:

1. Maintain a valid Nevada driver license or commercial driver license (CDL) appropriate to the class of equipment operated.
2. Maintaining a clean and safe vehicle, and reporting known mechanical and/or safety issues to the department head and/or service division.
3. Timely delivery to the county service_shop for all preventive and mechanical maintenance and repairs.
4. Reporting any accidents to the designated county risk manager.
5. Being properly skilled to operate equipment in a safe manner.
6. Drive and operate safe and sober.
7. Wear a seatbelt and ensure that all passengers are wearing a seatbelt at all times while the vehicle is in motion.
8. Respect traffic laws and fellow drivers.
9. If applicable, wear glasses or contacts when driving.
10. Document driving-related expenses such as fuels and tolls.
11. Check the vehicle regularly to ensure sufficient fuel, tire pressure, oil, transmission fluid, power steering fluid, belts.
12. Check the vehicle regularly to ensure proper operation of lights, brake lights, turn signals, and mirrors.
13. Report any damages or problems with the vehicle to the vehicle service division as soon as possible.
14. Not operate any vehicle which is dangerous or perceived to be potentially dangerous to the driver, vehicle occupants, or others.
15. Not operate any vehicle if the employee feels fatigued and/or sick so that

his/her driving ability may be impaired.

16. Not drive under a suspended or revoked driver license.

17. Not enable vehicle theft due to negligence (e.g., failure to park the vehicle in a secure, well-lit area or parking garage, failure to lock the doors, leaving the keys in plain view, leaving the vehicle running while unattended, etc.).

B. Vehicle restrictions

The following are prohibited uses of county vehicles and/or equipment:

1. Smoking or vaping;
2. Leasing, selling, or lending;
3. Violating distracted driving laws by using a phone and handheld device, or texting while driving;
4. Using a county vehicle to teach someone to drive, except as part of official field training of a county employee;
5. Leaving a county vehicle unlocked, unattended, or parked in dangerous areas, except as expected in the line of duty, e.g., construction areas, road shoulders, etc.;
6. Allow unauthorized person to operate a county vehicle or equipment.

C. Employer's obligations

The employer will ensure that all county vehicles and equipment are maintained and in safe operating condition. The employer will:

1. Schedule periodic maintenance;
2. Provide a copy of this policy to all employees who are assigned a county vehicle or equipment, or who operate a county vehicle or equipment;
3. Maintain proper insurance and registration of each vehicle.

D. Fines and bail

1. The employer is not responsible for paying traffic, parking, toll violations, and other fines that the employee/driver accumulates while driving a county vehicle, or while driving his/her private vehicle in the line of duty.
2. The employer is not responsible for paying impound fees or fines related to the employee's illegal or gross negligent use of the county vehicle or his/her personal vehicle while in the line of duty.
3. The employer is not responsible for bailing out or paying for bail, or other fines, etc., for an employee who is arrested while driving a county vehicle or his/her personal vehicle in the line of duty.

E. Take-home county vehicles

The decision to allow a vehicle to be taken home will be based on the operational needs of the department. Employees whose position requires them to be called out in a situation critical to public safety, or who are specifically equipped to respond to a situation critical to public safety, may be authorized to travel from home to

work. Vehicles assigned to employees residing outside Storey County will be approved on a limited exception basis only where strong business justification exists. The County Manager must approve all requests.

F. Numbering, licensing, and classification

When a vehicle is purchased for county use, the title and odometer statement will be forwarded to the Comptroller. The Comptroller will assign a permanent equipment number to the vehicle. Prior to delivery of the equipment to the requesting department, the department head will apply all required identification to the vehicle, ensure all registration procedures are completed, install license plates, add safety equipment, inspect the vehicle for any defects, and verify that a fixed asset form has been completed and submitted to the Comptroller's office. The vehicle will then be released for department use.

G. Passengers in county vehicles

Transporting passengers in county vehicles that are not county employees is restricted to the following conditions:

1. Disasters caused by fire, flood, earthquake or other natural causes;
2. Any impairment of the health or safety of an individual;
3. Persons traveling with a county employee in the course of official county business.

III. RESPONSIBILITY FOR REVIEW: The County Manager and or Department Head is responsible for review of this directive as needed at least every 5 years.

**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 011
EFFECTIVE DATE: 11-3-09
REVISED: 02/20/18
AUTHORITY: BOC
COUNTY MANAGER: PAW

SUBJECT: USE OF PRIVATE VEHICLES

- I. PURPOSE:** To establish guidelines when employees use private vehicles for county business.
- II. POLICY:** County vehicles should be used when available before employees on county business may travel using their private vehicles. An employee using his/her own vehicle for county business must maintain current registration, license, and vehicle insurance.

Employees involved in accidents driving private vehicles while on county business must notify their department head as soon as possible. The employee's vehicle insurance policy is the primary coverage for damages to any private vehicle being used while on county business. The county's insurance provides no coverage on the employee's vehicle. Reimbursement for use of a private vehicle must meet the requirements of NRS 245.060 and/or 245.062 and Policy #004 Travel Policy section VI (F).

If a personal vehicle is used as personal preference when a county vehicle is available, mileage will be reimbursed at 50% per NRS 281.160(3).

1. Reimbursement will be at the IRS allowed mileage rate in effect January 1st of each year.
 2. Reimbursement is to be requested on the Travel Expense Claim form (See Policy 004 Travel Policy, Form F004-A). The claim form should be filled out as completely as possible and with back-up information. Odometer readings are not required.
 - Mileage to the Reno-Tahoe Airport will be reimbursed based on 30 miles round trip from Virginia City.
 - Mileage will be reimbursed for business related trips to Carson City and Reno, based on 17 miles from Virginia City to Carson City, and 32 miles from Virginia City to Reno.
 - Mileage will be reimbursed for business related trips to the Tahoe-Reno Industrial Center based on 60 miles round-trip from Virginia City.
- III. RESPONSIBILITY FOR REVIEW:** The County Manager's office will review this policy every 5 years.

**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER 012
EFFECTIVE DATE: 11-3-09
REVISED: 02/20/18
AUTHORITY: BOC
COUNTY MANAGER: PAW

SUBJECT: COUNTY VEHICLE MAINTANENCE

- I. PURPOSE:** To provide direction for the administration of the County's Service Department.
- II. POLICY:** The Board of County Commissioners, Elected Officials and County Manager's Office recognize the substantial investment in the county's vehicles and equipment assets that are required by the county agencies in their delivery of services to the public:
- A) All vehicles and equipment ownership will reside in the owning department's fund. The Public Works Department will maintain a division therein dedicated to the service, maintenance, and repairs of county vehicles and certain specialized equipment
 - B) Vehicle maintenance procedures
 1. This policy advises that vehicles and equipment should be maintained and repaired to the extent possible and practicable by the county vehicle service division. Repairs and service related to warranty and recall, requiring specialized tools and expertise beyond that of the service division, or which is otherwise best suited to be completed outside of the service division may be completed as such.
 2. Vehicle service and repair records will be kept on each county vehicle and equipment managed by the service division. Each record will indicate the make, model, year, and vehicle identification number (VIN), along with a listing of repair orders, procedures performed, dates of repair and services.
 3. The service division will keep each vehicle and equipment properly lubricated, free of and grease leaks, full of necessary fluids, with good standing tires, and in safe operating condition.
 4. The service division will place in a conspicuous visible place (e.g., on dash, near gauges, inside of windshield, etc.) on each vehicle a label indicating the next needed scheduled service. The department head or vehicle operator must notify the service division when the vehicle has reached the indicated mileage for needed service. The request may be made by telephone or email; however, the department head must also submit Form 012F at the time of maintenance.
 5. The service division manager shall prioritize the requests at his/her discretion based on current project schedules and accessibility to

required parts.

- C) The department head and the vehicle operator are responsible for the vehicles that have been assigned for their use. They are responsible for the following:
1. Motor oil, transmission oil, power steering fluid, and engine coolant levels must be checked periodically to ensure that they are at standard operating levels. No vehicle may be operated with levels below the recommended standards. If a fluid is found to be too low, the department head or vehicle operator will request the service division to add the proper fluid and quantity. If insufficient fluid quantity is discovered during a trip not near the service division, the vehicle operator will contact the service division by phone or other means in order to be directed to add the proper fluid and quantity. Upon return to the county, the department head or operator will immediately contact the service division to check the fluids and/or make necessary repairs.
 2. Mechanical malfunctions must be reported promptly to the service division and to the department head. When continued operation of a vehicle is likely to cause further damage or constitutes a safety hazard, the vehicle shall be immediately taken out of service until it is inspected by the service division and or repaired if required. Arrangements for repairs shall be made promptly and without unnecessary delay.
 3. No employee may be disciplined for refusing to operate a vehicle which may be a safety hazards or is perceived to potentially be a safety hazard. An employee may be disciplined if s/he knowingly operates a vehicle with a known safety hazard.
- D) Maintenance and repairs of vehicles will be charged back to the department where the vehicle is assigned.

RESPONSIBILITY FOR REVIEW: The County Manager or his/her designee will review this policy every 5 years or sooner as necessary.

STOREY COUNTY MAINTENANCE REQUEST/ VEHICLE OR EQUIPMENT REPAIR

Date:		Department:	
Reported by:		Phone:	
Vehicle License #:		Vehicle Year:	
Vehicle Make:		Billing Acct:	
Urgency of Repair			
<input type="checkbox"/> Unsafe	<input type="checkbox"/> Possible Unsafe	<input type="checkbox"/> Normal Maintenance	<input type="checkbox"/> Unknown
Detailed Description of Problem:			
Possible Repair:			
Note Corrective Action Taken Here:			
Signature:		Title:	
<p>** NOTE: You may call the Service Dept, but must bring with you or fax your request to the Service Dept: (775) 847-0947</p>			
Service Division Only			
Date: Received:		Received By:	
Scheduled Repair Date:		Signature	
Special Notes:			

**STOREY COUNTY ADMINISTRATIVE
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NUMBER 013
EFFECTIVE DATE: 11-3-09
REVISED: 02/20/18
AUTHORITY: BOC
COUNTY MANAGER: ___PAW

SUBJECT: County Fuel Pumps & Fuel Card Administration

- I. PURPOSE:** Provide easy, secure, and accountable access to fuel for county motor vehicles.
- II. POLICY:** Motor vehicle fuel for county vehicles may only be obtained from the county fueling stations/pumps or with pre-authorized fuel purchase cards. Fuel may only be purchased at a commercial fueling station in emergencies or during travel out of the area.
- III. PROCEDURE:**
- A. County fueling stations.**
1. The county will provide and maintain fueling stations at designated places at the south and north ends of the county. The fueling stations may only be used by authorized county employees that have been issued a fuel card and/or purchase card, or a key to access the pumps by the Comptroller.
 2. The fueling stations may only be used by authorized county employees, for county vehicles, and for official county business. No employee may obtain fuel from a county fueling station for his/her personal vehicle or use or for the use of his/her family or associates.
 3. If an electronic fuel management system is not in place, employees must fill out a fuel log, with county vehicle plate, mileage, gallons filled, department, employee name, and date. If an electronic fuel management system is used, the employee must enter the vehicle's mileage, his/her identification information, and other information required by the system. The Comptroller's office must manage the electronic data base, management system, and financial tracking system.
 4. Each department will be billed monthly based on the fueling records from the log or electronic management system.
 5. Employees must immediately report to the Comptroller or the Public Works Director any damage, malfunctions, leaks, safety hazards, or suspicious circumstances (e.g., suspected scam card-reader) at the fueling station. Potential safety hazards must be reported immediately to the Public Works Director. The employee must immediately report suspicious persons or criminal activity occurring at the fueling station to the Sheriff's Office.

B. Fuel cards and purchase cards.

1. Pre-authorized employees may be issued a fuel card or purchase card which may be used to purchase fuel at a commercial fueling station.
2. Cards will be issued by the Comptroller to pre-authorized employees.
3. Cards may only be used at commercial stations in emergency situations or during travel out of the area. Employees must otherwise obtain fuel from the county fueling stations.
4. County regulations shall be followed by all authorized employees.
5. Any disputes shall be reconciled within 30 days by the department to which the card was issued, and the department will notify the Comptroller immediately of the results. Disputes which cannot be resolved by the department will be forwarded to the Comptroller.
6. No employee may obtain fuel by use of the county fuel card and/or purchase card for his/her personal vehicle or use or for the use of his/her family or associates.

C. Any lost or stolen fuel card or key shall be immediately reported to the the department head or supervisor. The supervisor must immediately report the issue to the department head. The department head must immediately report this loss to the Comptroller. The supervisor or department head is responsible to cancel lost or stolen fuel cards and/or purchase cards as appropriate after consultation and concurrence with the Comptroller, or when the Comptroller cannot be reached.

D. Disciplinary action up to and including termination may result for employees who misuse county fuel privileges.

RESPONSIBILITY FOR REVIEW: The County Manager or his/her designee will review this policy every 5 years or sooner as necessary.