
**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.