
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 distractive 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.