Administrative Regulation 7506

USE OF VEHICLES FOR DISTRICT BUSINESS

Responsible Office: Office of Operations and Logistics, Transportation Department

PURPOSE

The Superintendent adopted this Administrative Regulation to establish the protocols regarding the assignment, operation, and maintenance of motor vehicles that are owned, leased, or rented by the Washoe County School District (District).

DEFINITIONS

1. "District vehicle" refers to any vehicle owned, leased or rented by the District or an authorized District employee.

REGULATION

1. Assignment of District Vehicles
    a. The District owns a fleet of District vehicles that may be assigned to an individual or a work location to expedite the delivery of service by District employees.
        i. The assignment of a vehicle should not be construed as a fringe benefit.
    b. Vehicles assigned to an individual or District site shall remain overnight at the designated work location.
    c. Only emergency response and weather reporting personnel shall be allowed to drive assigned District vehicles home for work-related reasons.
    d. All employees assigned District vehicles owned by the District must meet vehicle maintenance schedules as established by the Transportation Department.
2. Operation of District Vehicles
    a. Only District employees are allowed to operate District vehicles.
    b. Authorization to operate a District vehicle is subject to:
        i. Administrative department head's or principal's approval;
        ii. Possession of a current valid driver's license;

iii. Submission of a 10-year Department of Motor Vehicles (DMV) driving record check; and

iv. Successful completion of the District's Defensive Driving Class to be renewed every five years.

c. District employees may not use District vehicles for personal business.

d. All vehicles, regardless of assignment (individual or District site), are recorded on the fixed asset inventory system.

3. Driver Responsibilities to Operate District Vehicles

a. Authorization. Employees who will drive a District vehicle must apply for and receive authorization from the District prior to use of the vehicle.

i. New employees shall complete the authorization form as part of new employee orientation, particularly when the job description calls for the driving of a District vehicle as part of the course and scope of the job duties.

ii. Existing employees shall complete the authorization form every three (3) years or as requested by the employee's supervisor.

b. Fuel. All District vehicles shall be fueled at a District approved fueling facility inside and outside of Washoe County. Fueling locations shall be provided upon receipt of the vehicle.

c. Accident Protocols.

i. When a District vehicle is involved in an accident, the employee driver shall:

1) Take immediate and appropriate action in accordance with applicable law enforcement agency requirements (e.g. provide law enforcement with proof of insurance, driver's license); and

2) Immediately notify the WCSD School Police Department and the Risk Management Department.

ii. Involvement in an at-fault accident shall require the employee to attend and successfully complete the District's Defensive Driving class within 60-days of the accident.

1) An at-fault accident may result in driving privileges being revoked.

d. Seat Belts. Drivers and passengers shall wear seat belts at all times when in a District vehicle equipped with seat belts. The number of passengers shall be limited to the number of seat belts in the vehicle.

e. Drivers and Passengers. Drivers of a District vehicle are limited to District employees. Passengers in a District vehicle are limited to individuals being transported as part of District business, including a student activity.

f. Charge, Arrest or Conviction – Mandatory Notice to Employer. An employee must report a charge, arrest, and/or conviction of a felony or misdemeanor involving a District vehicle to the employee's supervisor. Such reporting shall include minor traffic violations when such violation occurs while driving a District vehicle.

4. Ineligibility to Drive a District Vehicle

a. An employee shall be rendered ineligible to drive a District vehicle under one or more of the following factors:

i. The employee's driver's license is suspended. Prior to driving a District vehicle, proof that the license is no longer suspended must be presented to the employee's supervisor; and/or

ii. The employee does not hold a valid certificate of completion of the District's defensive driving course. Upon completion of the course, the certificate must be presented to the employee's supervisor.

b. A traffic citation, such as Running a Stop Sign or Speeding in a School Zone shall result in a minimum of a one year suspension from driving a District vehicle effective upon the conviction date. Citations, such as Reckless Driving or Driving Under the Influence (DUI), involving alcohol or a controlled substance, shall result in a suspension from driving a District vehicle for two years or more upon the conviction date.

c. A second traffic citation, such as DUI, involving alcohol or a controlled substance, shall result in the permanent revocaction of driving privileges from driving a District vehicle.

5. Maintenance of District Vehicles Owned by the District

    a. An employee, who is driving, shall ensure that the individually assigned or pool vehicle is maintained in a safe operating condition. The driver shall visually inspect the vehicle for obvious necessary repairs. This inspection should include, but not be limited to, the tires, glass, lights, horn, windshield wipers, brakes, exterior body of the vehicle, and exhaust system. Any defects should be reported immediately to the employee's supervisor for corrective action.

    b. Maintenance work on District vehicles shall be coordinated by the District's Transportation Department.

    c. Employees using District vehicles are responsible for the care and return in good condition.

6. Rental Vehicles

    a. Only approved District employees may rent a vehicle in the District's name or be reimbursed for a vehicle rental.

        i. Authorization to rent a vehicle, including authorization for the use of funds, must be obtained from the principal or department head in advance of the rental.

        ii. Rental of vehicles (including Charter services) for athletic or other events is the responsibility of the school or department if the District is able to provide transport for the event through the WCSD Transportation Department's Excursions Division, and the school or department chooses not to use Transportation's available vehicles.

        iii. Volunteers, to include chaperones and volunteer coaches, are not authorized to rent or drive a District-rented vehicle.

    b. When renting a vehicle from a rental car agency for District business, an employee **must** elect the insurance option for physical damage to the rental vehicle. The insurance option must be selected:

        i. Regardless of whether the vehicle will be paid for with a District purchasing card or with personal funds to be reimbursed by the District;

ii. Regardless of the insurance limits and coverage the employee has on his/her own personal vehicle. Personal insurance coverage does not cover for "loss of use" should the rental vehicle be damaged and unable to be rented for a period of time while being repaired.

c. If an employee is involved in an accident while using a rental car on District business, the employee should contact the Risk Management Department immediately.

7. Use of Personally Owned Vehicle

   a. An employee who receives mileage reimbursement or compensation to operate a personally owned vehicle while carrying out the duties and responsibilities as an employee of the District must:

      i. Possess a current and valid driver's license;

      ii. Automobile insurance coverage with minimum limits equal to or greater than those required by the State of Nevada.

   b. Drivers and passengers shall wear seat belts at all times when the vehicle is being used for District purposes. The number of passengers will be limited to the number of seat belts in the vehicle.

   c. An employee's personal insurance shall be the primary coverage in the event of an accident while driving a personally owned vehicle for District business. The District's insurance shall provide secondary coverage.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

1. This policy reflects the goals of the District's Strategic Plan and aligns to and complies with the governing documents of the District, to include:

   a. Board Policy 7500, Transportation of Students

   b. Board Policy 7505, District Vehicles

2. This policy complies with Nevada state laws and regulations, to include:

   a. Nevada Revised Statutes (NRS) 392, Pupils, and specifically:

      i. NRS 392.300 – 392.410, Transportation

3. This administrative regulation complies federal laws and regulations, to include

    a. U.S. Department of Transportation guidelines related to school buses, and specifically the Federal Transit Administration and National Highway Traffic Safety Administration

REVISION HISTORY

Date	Revision	Modification
8/13/1985	1.0	Adopted as Administrative Regulation 3545.1
5/12/1992	2.0	Revised:
11/11/1997	3.0	Revised:
5/07/2012	3.1	Revised: changed number to Administrative Regulation 7545.1
5/17/2021	4.0	Revised: changed number from 7545.1; added specific provisions related to Operation of District Vehicles; Driver Responsibilities to Operate District Vehicles; Ineligibility to Drive a District Vehicle; Rental Vehicles; Use of Personally Owned Vehicles