



Responsible Office: Office of Operations, Transportation Department

BOARD POLICY 7505

DISTRICT VEHICLES

PURPOSE

The Board of Trustees (“Board”) recognizes its obligation to provide safe, economical, and timely transportation to all eligible students; and to maintain a fleet of vehicles necessary to conduct the business of the Washoe County School District (“District”). Through this policy, the Board authorizes the use of a District vehicle for District business when warranted and/or economically reasonable.

POLICY

1. Guiding Principles

- a. The District will procure and maintain vehicles of all types, when warranted and within economic feasibility, essential for meeting the transportation needs of students and employees only in the performance of District business.
- b. The District may provide a vehicle owned, leased, or rented by the District (“District Vehicle”) for transportation as appropriate and necessary to conduct the official business of the District.
- c. The District requires staff members to operate District vehicles in compliance with all applicable state and federal laws.

2. Guiding Practices

- a. The Superintendent may establish procedures, protocols, and practices related to the procurement, use, and maintenance of District vehicles. This may include, but is not limited to:
 - i. The application, review, and approval of authorization to operate a District Vehicle;
 - ii. Purchase, lease, or rental of vehicles in compliance with District policies and regulations related to purchasing, as well as applicable state and/or federal laws and regulations. This includes the purchase and/or replacement of school buses.
 - iii. Safe driver training and the approval process for any staff member or volunteer who wishes to transport students.

- iv. Protocols related to involvement in a vehicle accident while in a District vehicle.
 - v. Compliance with safety requirements necessary to ensure driver safety training and instruction, and state and federal vehicle safety laws and regulations.
 - vi. Procedures related to housing, tracking, maintaining, and servicing of District vehicles.
 - vii. Compliance with state and federal laws and regulations related to the attainment and maintenance of an alcohol and drug-free workplace; and its purpose of reducing accidents that result in fatalities, injuries, and property damage. This includes alcohol and controlled substance testing for any driver who is licensed to operate certain commercial vehicles.
- b. Use of Private Vehicles. The District recognizes that staff may occasionally need to travel in connection with their official duties and such travel may include use of a private vehicle. For information see Administrative Regulation 3350, Staff Travel – Approval and Reimbursement Procedures.

DESIRED OUTCOMES

1. Through this policy, the District seeks to increase safety, be financially responsible, and improve overall efficiency.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This policy reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
 - a. Administrative Regulation 7545.1, Use of District-Owned Vehicles
 - b. Board Policy 7500, Transportation of Students
 - c. Administrative Regulation 7545, Transportation of Students
 - d. Administrative Regulation 7545.2, Operation of Motor Vehicles for District Purposes
2. This policy complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
 - a. Chapter 386, Local Administrative Organization, and specifically:
 - i. NRS 386.790 – 386.845, Transportation
3. This policy complies with federal laws and regulations, to include:
 - a. U.S. Department of Transportation guidelines related to school buses
 - i. Federal Transit Administration

- ii. National Highway Traffic Safety Administration
 - b. Title 49, Transportation, Part 382, Controlled substances and alcohol use and testing, through the U.S. Department of Transportation's Federal Motor Carrier Safety Administration.
 - c. Title 49, Transportation, Part 40, Procedures for Transportation Workplace Drug and Alcohol Testing Programs.

REVIEW AND REPORTING

1. This document shall be reviewed as part of the bi-annual review and reporting process, following each regular session of the Nevada Legislature. The Board shall receive notification of any required changes to the policy.
2. Administrative regulations, and/or other associated documents, will be developed as necessary to implement this policy. The Board shall receive notification of the adoption and/or revision of any implementing administrative regulations.

REVISION HISTORY

Date	Revision	Modification
8/13/1985	1.0	Adopted
5/12/1992	2.0	Revised
11/11/1997	3.0	Revised
5/07/2012	3.1	Revised – name changed to Board Policy 7545.1
9/22/2015	4.0	Revised
3/12/2019	5.0	Revised: removed assignment of vehicles; merged 7010, School Bus Replacement