



Responsible Office: Office of Operations, Transportation Department

BOARD POLICY 7505
USE OF DISTRICT-OWNED VEHICLES

PURPOSE

The Board of Trustees authorizes the assignment and/or use of a District-owned vehicle for use in Washoe County School District business when a District employee's responsibilities so warrant and/or the assignment is economically feasible. The District will procure and maintain vehicles of all types, within contract and feasibility guidelines, essential for employee transportation needs in the performance of District business.

POLICY

1. Assignment of District-Owned Vehicles
 - a. All District-owned vehicles are available to best serve employee transportation needs of the District, and no vehicle is considered "permanently" assigned to any individual or department.
 - b. District-owned vehicles are to be used for official business only.
2. Use of District-Owned or Leased Vehicle
 - a. The Transportation Department shall establish procedures related to use of District-owned and leased vehicles.
 - b. Only District employees shall be allowed to operate a District-owned or leased vehicle. Authorization to operate such a vehicle is subject to:
 - i. Approval by the Site Administrator; and
 - ii. Transportation Department review and clearance of current Nevada driver's license and Nevada Department of Motor Vehicles driving record check.
3. Housing and Maintenance of District-Owned Vehicles
 - a. District-owned vehicles will be housed at District locations designated by the Transportation Department, with the following exceptions: school police vehicles and designated transportation vehicles. During periods of inclement weather or after hour emergencies, other exceptions will be made

only on the basis of demonstrated cost-effectiveness and upon the approval of the Superintendent.

- b. Employees using District vehicles are responsible for their care and return in good condition. All employees' assigned District-owned vehicles are responsible for meeting vehicle maintenance schedules as established by the Transportation Department.
 - c. Employees are responsible for fueling at District approved facilities.
4. Alcohol and Drug Testing
- a. By eliminating substance abuse and its effects in the workplace, drivers of District vehicles shall be in a condition to perform their duties safely and efficiently, in the best interests of the District's students, staff, the community, as well as themselves.
 - b. The District shall comply with 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.
 - c. The District shall develop and implement an administrative regulation related to alcohol and controlled substance testing for any driver who is licensed to operate certain commercial vehicles.

DESIRED OUTCOMES

1. Through this policy, the District shall establish procedures related to the use of both District-owned and –leased vehicles with the intent to increase safety, and improve efficiency.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This policy reflects the goals of the District's Strategic Plan.
2. This policy aligns 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

3. This policy complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
 - a. Chapter 392, Pupils, and specifically:
 - i. NRS 392.300 – 392.410, Transportation
4. 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.

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