



Administrative Regulation 7545.1

USE OF DISTRICT-OWNED VEHICLES

Responsible Office: Office of Operations & Logistics, Transportation Department

PURPOSE

The Washoe County School District will procure and maintain vehicles of all types essential for employee transportation needs in the performance of district business.

REGULATION

1. Assignment of District-Owned Vehicles
 - a. District-owned vehicles may be assigned to individuals or departments when at least 1,000 miles of travel per month are required for district business.
 - b. 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.
 - c. District-owned vehicles are to be used for official business only. Employees shall not use the vehicle for personal use; e.g., shopping after work hours, transporting family members, or hauling personal items. Should a person have to take a district vehicle to his/her residence during the work day, the person must first notify his/her immediate supervisor.
2. Housing of District-Owned Vehicles
 - a. All district-owned vehicles will be housed at district locations designated by the Transportation Department, with the following exceptions: Two (2) school police and two (2) transportation vehicles. Other exceptions will be made only on the basis of demonstrated cost-effectiveness and upon the approval of the Superintendent.
3. Maintenance of District-Owned Vehicles
 - a. 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.
4. Accidents Involving District-Owned Vehicles
 - a. When a district-owned vehicle is involved in an accident, the employee driver will immediately take appropriate action in accordance with

applicable law enforcement agency requirements and immediately notify the School Police Department.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This policy reflects the goals of the District's Strategic Plan.
2. This administrative regulation complies with Board Policy 7545, Use of District-Owned Vehicles.
3. This policy complies with Nevada Revised Statutes (NRS) 392, Pupils, and specifically:
 - a. NRS 392.300 – 392.410, Transportation
4. This administrative regulation complies with the U.S. Department of Transportation guidelines related to school buses, and specifically:
 - a. Federal Transit Administration
 - b. National Highway Traffic Safety Administration

REGULATION 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