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**DOUGLAS COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER:** 700.04  
**EFFECTIVE DATE:** 10/88  
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**AUTHORITY:** BOC  
**COUNTY MANAGER:** jo  
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**SUBJECT: VEHICLE AND EQUIPMENT ASSIGNMENT AND USE**

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- I. PURPOSE:** To provide direction to employees for the use and assignment of County owned vehicles and equipment.
- II. POLICY AND PROCEDURES:**
- A. Use of County vehicles and equipment will be 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. County vehicles may only be used for official County business and only employees and Elected Officials of the County may operate County vehicles. Employees who are charged with the operation of County vehicles will be responsible as follows:
1. Maintain a valid driver's license or Commercial Driver's License (CDL) appropriate to the class of equipment operated.
  2. Regular operator maintenance checks for: fluid levels, tire pressures and all safety items.
  3. Maintain a clean and safe vehicle.
  4. Timely delivery to Fleet Services for all preventive and mechanical maintenance.
  5. Report all traffic citations issued and any accidents which occur while driving a County vehicle to the employee's immediate supervisor and Risk Management/Human Resources.
  6. Properly skilled to operate equipment in a safe manner.
  7. The use of hand held devices, including cellular telephones for the purpose of calling, messaging, (texting and emailing), instant messaging, or searching the internet, is prohibited while operating a County vehicle in accordance with Nevada Revised Statutes Chapter 484B (NRS 484B). If the use of a hand held device is absolutely necessary while vehicle is in operation, the vehicle should be pulled to the side of the road before the device(s) is used. The only exceptions to this section or NRS 484B are law enforcement, fire, ambulance, and EMT departments when responding to emergency calls or persons reporting a medical emergency, safety hazard, criminal activity, or responding

to a situation requiring immediate action to protect the health, welfare, or safety of another.

- B. TAKE HOME USE OF 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 vehicles 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. The Elected Official, County Manager or department director must approve all requests.
- C. NUMBERING, LICENSING AND CLASSIFICATION:**
1. When a vehicle is purchased for County use, the dealer's report of sale, odometer statement and vehicle fuel card requirements will be forwarded to Fleet Services from the department purchasing the vehicle.
  2. Fleet Services will obtain the title, license plates and registration from DMV and assign a permanent equipment number to the vehicle.
  3. All vehicles purchased shall be delivered to Fleet Services where all required identification will be applied to the vehicle, ensure all registration and insurance documents are in place, install license plates, add safety equipment and perform the pre-delivery inspection. The vehicle will then be released for department use.
  4. It is the responsibility of the department that purchased the vehicle to complete the fixed asset form and forward the form to Finance and Risk Management/Human Resources.
- D. 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.