

# Nevada Outdoor School

## Vehicle Policy

(the term employee in this document refers to both employees and AmeriCorps National Service Members)

### General Rules:

- Only NOS employees and National Service Members who have submitted a valid driver's license and have been approved and are covered under the vehicle insurance policy may operate NOS vehicles. Approval will be made by the Executive Director after each employee completes an on-line defensive driving, distracted driving and passenger van driving course and demonstrates ability to safely maneuver larger vehicles.
- Vehicles are for work related use only.
- No smoking in the vehicles.
- Seatbelts are mandatory for ALL passengers in the vehicle.
- Vehicle keys and vehicle binder are to be checked-out and returned to the Director of Finance or Executive Director or Elko Director of Programming each time.
- Vehicles must be checked out on the vehicle calendars in the front office before every use. Prepare and plan ahead.
- When at camp or at a field trip, keys will be taken from the ignition and put in the small gas door.
- Vehicles which have not been checked out for overnight use need to be parked at the NOS office.
- If an employee receives a speeding ticket in any NOS vehicle, they are responsible for paying that ticket PLUS any increase in insurance fees--DON'T SPEED
- ALWAYS make sure to carry a spare tire and extra gas before traveling rough roads to remote locations. Check the condition of the spare and check with the BLM or Forest Service for up to date road conditions and recommendations.
- Adult volunteers and program participants may ride in NOS vehicles provided they have filled out a participant agreement form.
- Youth volunteers and program participants under the age of 18 may ride in NOS vehicles provided the driver has been certified in the driving courses provided by NOS insurance.
- Children of NOS employees may ride in NOS vehicles only if it is in relation to an NOS sponsored event and they have filled out a participant agreement form.

### Distracted Driving:

- NOS employees must not operate any NOS vehicle while distracted. In particular, cell phone use is prohibited for drivers of NOS vehicles while driving. Other instances of distracted driving specifically covered by Nevada State Law are also prohibited.

### Reserving a Vehicle:

- To reserve a vehicle, an employee must write their name and the time which they require the vehicle on the schedule. If the vehicle is required for an overnight trip, they must indicate that the vehicle will be gone overnight.

### Documentation of Vehicle Use:

- The vehicle log must be filled in after each time the vehicle is used. This should include the driver(s) name, destination/purpose and the END odometer reading. **Please also record program and or grant driver is working on with codes listed.**
  - *Example: Jessie travels to Reno to deliver programming at an ATV Camp. The codes would be: State Parks –SP, Outdoor Ethics – OE and Summer Camps-SC*
  - *Example: Simon travels to Paradise Valley to deliver Classroom Lessons. The codes would be: AmeriCorps-AM, Classroom Lessons – ED*

- *Anytime an AmeriCorps member is traveling in the vehicle, one of the codes will be –AM, plus whatever type of program the members is traveling for.*
- The vehicle(s) must be cleaned out after each use (i.e. camping gear, trash, educational materials, playa dust, etc.)
- If an employee notices something to be out of order or malfunctioning, they must make a note of it in the comments section of the log book and notify their direct supervisor immediately who will notify the Executive Director.

Fueling:

- Vehicles should be fueled when they reach ¼ of a tank. Fuel cards for each vehicle are held by the Director of Finance, all authorized drivers will be issued a pin number to use with the fuel cards, after entering the pin, the pump will also ask you to enter the odometer reading on the vehicle, it is important to enter this accurately for tracking of mileage and fuel economy. If the vehicle an employee is using is going to need fuel, it is their responsibility to get the fuel card from the Director of Finance or Elko Director of Programming before their trip otherwise they will be paying for the fuel themselves. Fuel receipts must be turned into the Director of Finance after each trip. Vehicles should be fueled with 87 octane or the next nearest higher octane available, such as 88 at some locations. This is in accordance with the manufacturer's recommendations and tuning of the engine. DO NOT use 85 or any of the premium gas like 91. These do not help cost savings or efficiency of the engine.

Service:

- Vehicle servicing will be handled by the Executive Director or Director of Finance. If you notice the vehicles are due for oil changes or tire rotations, please advise.