

1. VEHICLE AUTHORIZATION FOR DISTRICT VEHICLES

- Priority for use of vehicles will be the order in which the completed requests are received in the Fleet Maintenance Office. The Fleet Maintenance Office is located 1126 Airport Rd, Bldg H-1 in Minden. Please call 775-782-4679 for further information or questions.
- District Suburbans hold a maximum of 7 passengers. At no time will a passenger be placed in the front seat directly next to the driver.
- District vehicles may only be used to transport District students and staff (this includes volunteer coaches.)

2. CHARGES

- Mileage charges are currently the number of miles traveled + 10% X \$0.58 cents per mile.
- An additional charge will be made for vehicles returned in an unacceptable condition. Please keep the vehicles neat and clean. The first offense will result in a warning letter sent to the group's advisor and cc'd to the site administrator. As a second offense, the group's budget will be charged for cleaning and notification will be sent to the advisor, site administrator, and business services. Should a third offense occur, future use of District vehicles will be denied.

3. IN CASE OF ACCIDENT/EMERGENCIES

- In case of an accident, call 911. Insurance card and accident documentation can be found in the glove box.
- Emergency Contacts are Brian Linford, Transportation Director, or Dennis Hielscher, Fleet Maintenance Foreman. Contact phone numbers are: Fleet Maintenance: 775-782-4679 and/or Transportation: 775-782-5194 (M-F, 7:00 AM – 3:30 PM). After hours, weekends, and holidays: Dennis-775-781-5279, or Brian-775-781-5187.
- If the vehicle breaks down while on the road, it is the driver's responsibility to confirm protocol with the Fleet Maintenance Department for repairs and to ensure the security and safe operation of the vehicle.

4. PURCHASING FUEL

- Fuel cards are issued to the driver with the vehicle's keys when a District vehicle is used on long trips.
- Make sure to get a copy of the gasoline receipt. The receipt should be returned with the keys and fuel cards at the end of your trip.
- Fuel cards are to be used for District vehicles only. Use of these cards for personal items, food, or drink is prohibited. All privileges of District vehicles will be revoked if abused, and employee will be subject to discipline (up to and including termination.)
- Vehicles do not have to be returned with a full gas tank; the District prefers to utilize lower cost fuel at the Airport Facility.

5. APPROVED DRIVER RESTRICTIONS

- Drivers must be District employees.
- Drivers who will use District vehicles to transport students must have appropriate paperwork on file with the Fleet Maintenance Office.
- No driver should operate a vehicle more than 15 hours in any 24-hour period. The driver must take a mandatory 30 minute rest break every four hours. Trips requiring more than 15 hours driving time to reach a point of destination will require overnight lodging.
- Only those individuals on official District business may travel in a District vehicle.
- The operators of District vehicles need to ensure that the number of occupants does not exceed 7 passengers. Operators must also require that each occupant use a seatbelt while the vehicle is in operation.
- All District vehicles are tobacco-free.