

State Administrative Manual Section 1322	<b>State of Nevada</b> <b>Vehicle Utilization Codes</b>
Established 12/14/2010	Revised xx/xx/xxxx

Group 1	Description	Minimum Usage
<b>Pooled Administrative Vehicles</b>	<p>A vehicle that is not assigned to a specific driver or function. Vehicles utilized by multiple drivers should be assigned to this group.</p> <p><b><u>Vehicle Types:</u></b> Sedans, sport utility vehicles, minivans and pick-up trucks that are primarily used to transport people and general cargo to conduct routine state business.</p>	<p>Vehicles in this category must be used a minimum of 80% of the available time or be driven a minimum of 8400 miles annually.</p> <p><b><u>Available time calculation for this group:</u></b> 260 Base work days - 11 Holidays = 249 work Days x 80% = 199 available days of usage annually</p>

Group 2	Description	Minimum Usage
<b>Individually Assigned Administrative Vehicles</b>	<p>Vehicles assigned to an individual driver or function.</p> <p><b><u>Vehicle Type:</u></b> Sedans, sport utility vehicles, minivans and pick-up trucks that are primarily used to transport people and general cargo to conduct routine state business</p>	<p>Vehicles in this category must be used a minimum of 75% of the available time or be driven a minimum of 4800 miles annually.</p> <p><b><u>Available time calculation for this group:</u></b> 260 Base work days - 11 Holidays - 30 Miscellaneous days (sick leave, vacation, training, etc) = 219 work Days x 75% = 164 available days of usage annually</p> <p>The department / agency must maintain documentation why the vehicle is assigned to an individual driver or function.</p>

Group 3	Description	Minimum Usage
<b>Maintenance and Support / Contractors Equipment</b>	<p>This category is intended for vehicles that are primarily stationed at a specific location and will not get a lot of public road travel.</p> <p>These vehicles are generally used by maintenance / support personnel at a campus, large facility, park, prison etc.</p>	<p>Vehicles in this category must be used a minimum of 50% of the available time during the season of usage.</p> <p>The department / agency must establish and document the season of usage.</p>

Group 4	Description	Minimum Usage
<b>Public Safety</b>	<p>Vehicles in this category are used to protect life or public property and must have specialty equipment installed to support public safety operations or have official markings identifying them as an official public safety vehicle.</p>	<b>Exempt</b>

Group 5	Description	Minimum Usage
<b>Specialty</b>	<p>Vehicles in this category are specialty vehicles that are not suitable for general use. They are basically a “mobile tool box” or “mobile work station”. Vehicles in this category perform a specific function and / or have specialty equipment installed e.g., truck mounted tool boxes, cranes / hoists, welders, water tanks, telecommunications equipment, laboratory equipment etc.</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> <li>• Pickup truck equipped with a truck mounted service body / cargo body for carrying tools etc.</li> <li>• Van equipped with special testing or sampling devices used for a specific purpose.</li> </ul>	<b>Exempt</b>

## Complying with Vehicle Utilization Requirements

### 1. Guidance

- A. The utilization policy is applicable to any motor vehicle which is self-propelled (but not operated on rails), used upon a highway for the purpose of transporting persons or property with a gross vehicle weight rating (GVWR) of 8500 pounds or less. GVWR is the maximum allowable total mass of a road vehicle or trailer when loaded – i.e., including the weight of the vehicle itself plus fuel, passengers, cargo, and trailer tongue weight
- B. Minimum usage requirements and time calculation are based on 260 available state work days per state fiscal year; recognized state holidays and weekends are excluded. Miscellaneous days account for employee annual leave, sick leave, training, vehicle maintenance etc.
- C. Definition of usage: vehicle must be used to perform at least one official function on any specific day to qualify.
- D. Use of vehicles on excluded days can be used to count toward usage requirements for fleets operating on holidays and weekends.
- E. Calculation of minimum usage for vehicles taken out-of-service should be based on the pro-rated portion of the year those vehicles were in-service.
- F. Minimum usage for any seasonally-utilized vehicle is based only on that portion of year that the vehicle is in service, as determined by the agency. The department / agency must establish and document the season of usage.
- G. Minimum usage requirements are applied individually to each eligible vehicle in the fleet, based on the Vehicle Utilization Group each specific vehicle falls into, as determined by the agency.
- H. State agencies should track vehicle utilization on a state fiscal year basis as part of responsible fleet management. Procedures for tracking utilization should be developed by agencies and be instituted in a manner similar to other capital asset internal controls.

### 2. Exemptions

- A. Exemption requests must be approved by the Clerk of the Board of Examiners. Departments are required to maintain authorized exemptions per their respective records retention schedule. Exemptions may be granted for vehicles that are mission critical as determined by the respective department head.
- B. Vehicles purchased or acquired with grant funds maybe exempt with the approval of the Clerk of the Board of Examiners if the grant specifically requires the vehicle to only be used for programs approved by the grant.

### 3. Suggested Internal Procedures for Vehicle Purchase Budget Requests

- A. Departments are encouraged to consult with their Budget Division budget analyst for guidance.
- B. Prior to requesting a new/replacement vehicle purchase, agency fills out a Fleet Profile and Assessment worksheet to internally justify the purchase to the agency head. The worksheet asks questions such as:
  - 1. Are vehicle utilization requirements being met within the current fleet?
  - 2. How will the new vehicle be used?
  - 3. Have alternatives been considered (private car, motor pool)?
  - 4. Are vehicle operating costs budgeted for?
  - 5. What are the consequences to the agency if denied?Note: The Fleet Profile and Assessment worksheet is only used internally to assess current vehicles operated by the agency and or justify a new/replacement vehicle purchase to the agency head.

C. Agency submits budget request with new/replacement vehicle included.

D. Agency is then prepared to answer Budget Office questions directly from the Fleet Profile and Assessment worksheet, if requested.

E. Agency keeps Fleet Profile and Assessment worksheet in its files, for auditing purposes.

F. Agency heads requesting a new/replacement vehicle purchase can do so irrespective of their fleet's meeting minimum vehicle utilization requirements if they determine the acquisition is justified as "mission critical". Written justification should be kept on file by the agency along with fleet utilization records and the Fleet Profile and Assessment worksheet.

### 4. Documentation and Justification

- A. Departments / agencies must maintain per their respective records retention schedule documentation illustrating they have:
  - 1. Ensured each vehicle has been assigned to a utilization group per the utilization table
  - 2. Justified assignment / ownership of each individual vehicle assigned to their department / agency
  - 3. Documentation to support any exemptions granted
  - 4. Yearly review of each vehicle(s) annual utilization and justification for assignment or ownership