



## EMPLOYEE ACKNOWLEDGEMENT OF STATE VEHICLE USE RULES

The following applies to individuals authorized to drive Nevada State or NSHE owned vehicles.

### DRIVERS MUST:

- Be either an employee, volunteer or have permission to drive a Nevada State or NSHE owned vehicle.
- Have a current valid driver's license.
- Inform the department head of any changes in their driving status within twenty-four (24) hours or next business day that would include suspension, cancellation or revocation of a license from the date of the action.
- Wear seat belts during vehicle operation and ensure all passengers wear seat belts in accordance with NRS 484D.495.
- Not use a cell phone or any electronic device in accordance with NRS 484B & SAM 1320.
- Not drive while impaired which would include use of prescription drugs, alcohol, illegal drugs, and illness and sleep deprivation.
- Not smoke in the vehicle.
- Not use a vehicle for personal use.
- Report vehicle accidents to their immediate (or available) supervisor and the Risk Management Office within 2 hours or as soon as possible if hospitalized or in a remote location. The driver may be required to submit to an alcohol and drug test.
- Transport only passengers who are conducting work related to formal State or NSHE business activities.

In Addition, the driver:

- May be required to take a defense driving refresher class or a regular class in accordance with individual campus procedures within three (3) months of assignment of driving duties and / or subsequent one or more at-fault traffic accidents.
- May be asked to provide a copy of their motor vehicle driving record for review prior to being allowed to continue to operate a vehicle for work purposes if involved and at fault more than one accident while working in a one year period of time.
- Is personally responsible to pay for any driving or parking citations, regardless if it is received while driving a vehicle and performing State or NSHE related business.

Violation of the above rules may jeopardize the driver's future use of Nevada State or NSHE owned vehicles.

### STATE VEHICLE:

A State vehicle will be covered for Liability and Auto Physical Damage when driven by a State employee, temporary employees, board members, volunteers, contracted employees and those working in conjunction with the State of Nevada while conducting official State business and within the course and scope of employment.