

Nevada Outdoor School Vehicle Policy

(the term employee in this document refers to both employees and national service members)

General Rules:

- Only NOS employees and National Service Members who have been approved and are covered under the vehicles insurance policy may operate NOS vehicles. Approval will be made by the Executive Director after an insurance check has been run.
- Vehicles are for work related use only.
- No Smoking in the vehicles.
- Seatbelts are mandatory for ALL passengers in the vehicle.
- Vehicle keys are to be checked-out and returned to the hook on the schedules after every use.
- 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 2 spare tires and extra gas before traveling rough roads to remote locations. Check with the BLM 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 NOT ride in NOS Vehicles.
- 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.

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.
- All vehicle travel outside of Winnemucca must be preapproved by the employee or volunteers direct supervisor.

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.
- 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.

Fueling:

- Vehicles should be fueled when they reach ¼ of a tank. Fuel cards for each vehicle are held by the financial manager, 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 financial manager before their trip otherwise they will be paying for the fuel themselves. Fuel receipts must be turned into the financial manager 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 stuff like 91. These do not help cost savings or efficiency of the engine.

Service:

- Vehicle servicing will be handled by the executive director and financial manager.