

State Owned Vehicles

Division of Child and Family Services (DCFS)
Juvenile Justice Services (JJS)
Statewide Policy

POLICY NUMBER:	DCFS/JJS 100.07
EFFECTIVE DATE:	April 29, 2022
APPROVED BY:	Dr. Domonique Rice, Deputy Administrator – DCFS
SUPERSEDES:	New Policy
APPROVED BY:	Dr. Cindy Pitlock, Administrator – DCFS 
DATE:	04/29/2022
REFERENCES:	None
ATTACHMENTS:	None

I. SUMMARY

The Division of Child and Family Services (DCFS) requires staff who operate state-owned vehicle to have a valid driver's license, attend required training, and follow all traffic laws.

II. PURPOSE

To establish standards for the operation of state-owned vehicles.

III. DEFINITIONS

As used in this document, the following definitions shall apply:

- A. Defensive Driving: Training provided by the state of Nevada to ensure the safe operation of state-owned vehicles.
- B. Driver's License: A license issued under governmental authority permitting the holder to operate a motor vehicle.

IV. PROCEDURES

- A. Each facility and Youth Parole shall maintain a list of state-owned vehicles assigned to them.
- B. All state-owned vehicles must be kept in good working order.
 - 1. A staff member may be assigned to a state-owned vehicle for maintenance purposes.

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- C. A state-owned vehicle shall only be utilized for official state business or activities.
- D. Designated DCFS staff may be authorized to operate and use a state-owned vehicle based on job assignments.
- E. All employees operating state-owned vehicles shall possess a valid state of Nevada driver's license and, if required, special endorsement.
- F. All employees who operate state owned vehicles must attend the standard four-hour Defensive Driving training class scheduled through SuccessFactors within the first year of employment or as soon as available, and prior to operating a state-owned vehicle.
 - 1. If the standard four-hour Defensive Driving training class is unavailable at the time of hire for staff required to use a state-owned vehicle, the staff member shall complete the refresher training and shall enroll in the standard class as soon as an open class is available.
 - 2. Refresher training is required every four years.
- G. All employees operating state-owned vehicles shall follow all local and state driving laws.
 - 1. When necessary to accept or place a phone call during operation of a vehicle, only a hands-free device may be used.
- H. DCFS employees shall never transport friends or family members in a state-owned vehicle.
- I. A state-owned vehicle must always be used to transport a youth or youth's family.
 - 1. DCFS employees shall never transport a youth or youth's family in a personal vehicle.
- J. Any staff member involved in a traffic citation in a state-owned vehicle shall notify their supervisor as soon as possible.

V. STANDARD OPERATING PROCEDURES

- A. Each facility and the Youth Parole Bureau shall create Standard Operating Procedures consistent with this policy, to include:
 - 1. Documentation process for maintaining a list of state-owned vehicles.
 - 2. Defensive Driving training documentation.