State Owned Vehicles

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

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<tr>
<th>POLICY NUMBER:</th>
<th>DCFS/JJS 100.07</th>
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<tr>
<td>EFFECTIVE DATE:</td>
<td>April 29, 2022</td>
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<tr>
<td>APPROVED BY:</td>
<td>Dr. Domonique Rice, Deputy Administrator – DCFS</td>
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<td>SUPERSEDES:</td>
<td>New Policy</td>
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<tr>
<td>APPROVED BY:</td>
<td>Dr. Cindy Pitlock, Administrator – DCFS</td>
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<td>REFERENCES:</td>
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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.
State Owned Vehicles

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.