



SNRHA Fleet Management Plan 2016

REVISED **JUNE 15, 2017**





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ATTACHMENTS

Attachment 1: Fleet Inventory

Attachment 2: Motor Vehicle Standards and Operational Practices Agreement and Acknowledgement

Attachment 2a: NOTICE of “Motor Vehicle Standards and Operational Practices Agreement and Acknowledgement”

Attachment 3: Request for Vehicle Assignment (Form)

Attachment 3a: Fuel Site Usage Agreement (City of Las Vegas Form)

Attachment 4: SNRHA Fixed Asset Disposal Policy and Procedure (Approved By BOC **June 2017**)

Attachment 5: SNRHA Fixed Asset Disposal Policy and Procedure (Form)

Attachment 6: NRS 484A Chapter 484A - Traffic Laws Generally

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1) Executive Summary

SNRHA operates a fleet of vehicles. Vehicles and Equipment are Agency Assets that must be prudently acquired and managed to effectively meet operational and regulatory requirements. That management is inclusive of right-sizing the fleet with standardized Vehicles and Equipment that are highly and correctly utilized and efficiently maintained.

The SNRHA fleet is required to meet mission-specific needs in challenging climates faced with decaying infrastructures at many locations.

SNRHA allocates the fleet to Departments with offices located across Clark County, including: Affordable Housing, Public Housing, Information Technology, Development and Modernization, HQS Inspections, Supportive Services, and Procurement.

The Procurement Department, herein after Fleet Manager, is the identified Responsible Department and authorized control authority across all operational areas for these assets and has responsibilities that include development of standards, acquisitions, deployments, redeployments, maintenance and retirements as it relates to these assets. This organizational structure ensures the integration of the Fleet Management Plan with the Agency Plan.

The goal of Fleet Management is to improve overall management, accountability, cost-effectiveness, data collection, and reporting related to the Agency's fleet.

The Fleet Manager must maintain a safe and reliable fleet that is balanced with operating the business at the lowest total cost. The following outlines the Fleet Manager's primary areas of focus:

- a) Vehicle Acquisitions*
- b) Cost Control and Right Sizing*
- c) Vehicle Maintenance*
- d) Replacement Planning*
- e) Alternative Fuels and Fleet Efficiency*
- f) Vehicle Retirement and Disposal*
- g) Safety and Efficiency*
- h) Ongoing Vehicle Control*
- i) Inventory Control*

Each department budgets for, funds, and manages its own vehicle costs. Fleet maintenance is outsourced. Smaller departments that may not be program specific, but still require vehicles to meet their transportation needs will utilize Central Office Cost Center funds.



The effective acquisition, operation, maintenance, repair, and retirement of Agency owned Vehicles are essential to the performance of customer service, construction, management, and maintenance activities. The need for safe and reliable Vehicles requires that vehicle control be in place for the operation and management of the Company's fleet. This plan sets forth and governs the standardization, acquisition, allocation, maintenance and repair, retirement, reporting, inventory control and identification of fleet Vehicles.

2) Primary Use of vehicles and Need for Particular Vehicles

Vehicles are primarily used to complete maintenance, inspections and support activities. The Agency aims to gain a thorough and comprehensive view of its fleet to guide future decisions as to appropriate size and composition/type of vehicles required (*Attachment 1*). The current fleet consists mainly of administrative-use sedans, passenger buses, passenger vans, utility trucks and pick-up trucks for facility maintenance.

- a) Administrative
 - i) 4 door Sedan (e.g. Ford Fusion)
 - (1) Inspectors
 - (2) Managers
 - (3) Administration
- b) Resident Services
 - i) Passenger Vehicle 5-12 seats (e.g. Passenger Van/Bus)
- c) Maintenance Truck
 - i) Standard Pick-up (Ford F150/Chevy 1500)
 - ii) Standard Utility Truck (Ford F150/Chevy 1500 with Utility Boxes)
 - iii) Flat Bed (Panel)
 - iv) Dump Truck
 - (1) Heavy Duty Pick-up (Ford F350/Chevy 3500)

3) Criteria for Justification and Assignment of Vehicles

a) Factors and Considerations Used to Determine Vehicle Assignments

To evaluate current vehicle assignments throughout the Agency, each vehicle from the fleet was assessed during Fiscal Year 2015. Data was collected for all in-service vehicles and entered into a Spreadsheet. The tool measured all data points gathered to determine the necessity for each vehicle. (Example: Is a vehicle required for the position such as HQS Inspections; Can another mode of transportation be used such as a golf cart; What percentage



of the position requires travel; The age of the vehicle; The mileage of the vehicle; Is the vehicle able to be maintained/repared; Annual cost to maintain/repair; The value of the vehicle; etc.)

b) Vehicle Assignments

SNRHA vehicles are assigned to individuals and/or departments. Vehicle assignments are determined based on primary and ancillary missions. Administrative support requires that housing be properly maintained; therefore pickup trucks are assigned to properties for use by personnel who perform electrical, plumbing, air-conditioning, and other maintenance and repair services.

Any vehicle that does not meet department utilization and/or criticality standards is subject to removal from the fleet if suitable justification is not provided to the Fleet manager.

Use of SNRHA owned Vehicles are provided to employees for use in performing their official SNRHA duties. The use of these vehicles for personal purposes which is not related to SNRHA business is considered misconduct and is subject to disciplinary action.

Vehicles assigned to Executive level positions and employees who are on call, are assigned on a twenty-four hour basis. All other SNRHA vehicles are considered pool vehicles. Rules governing the use of both categories of vehicles are as follows:

a) Assigned SNRHA Vehicles

Vehicle operators assigned a SNRHA vehicle on a 24-hour basis may use the vehicle for SNRHA related business only.

- i) Emergency Crew
 - (1) Supervisor – 24/7
 - (2) Staff – only during on call assignment

b) Pool Vehicles

Vehicle operator's assigned a SNRHA pool vehicle are assigned such vehicles for the sole purpose of performing their assigned work duties, during approved business hours. The vehicles must be returned to an approved SNRHA storage area at the completion of the vehicle operator's work shift and may not be taken home or elsewhere unless approved in writing by the Executive Director or Designee.

Vehicle operators of SNRHA pool vehicles shall not use such vehicles for personal business, nor shall they carry passengers unrelated to SNRHA business.

In addition, all employees who use SNRHA vehicles are required to follow the requirements outlined in the SNRHA Vehicle Policy and this Fleet Management Plan. Each vehicle operator, both pool and



twenty-four (24) hour assigned, must receive and read the Vehicle Management Agreement and sign the acknowledgement of receipt of such Agreement (*Attachment 2*).

4) Initiatives to Control Fleet Size and Cost

- a) Acquisition oversight ensures sound justification of proposed acquisition, and enables enforcement of fleet composition and policy changes. SNRHA has been and continues to move to smaller, more fuel efficient vehicles. Fleet management will review the fleet database, in accordance with replacement criteria established within this Plan, to identify candidate vehicles for replacement; underutilization and redeployment opportunities will also be identified during this review. Departments will be notified of their **candidate** replacements and redeployments. Upon acceptance of a recommendation for replacement or redeployment, the requesting Manager/Supervisor/staff will be responsible for completing the Request for Vehicle Assignment form (*Attachment 3*) and acquire the appropriate Department Director's approvals before submitting to Fleet Management.
- b) Costs associated with Agency owned vehicles include the cost of acquisition, maintenance, depreciation, and other indirect costs. Total fuel cost is also included and accounts for the costs of all fuel types used by the fleet.
- c) Fleet Managements objective is to standardize the specification of Vehicles to optimize the costs of acquisitions and minimize the expenses of maintenance and repair, while meeting functionality requirements and enhancing availability. Fleet Management will assure that recommendations meet the intent of standardization and that all legal and regulatory requirements are addressed. All fleet users must adhere to these fleet asset specifications. Any deviations from the approved specifications must be approved by the Fleet Manager and the Executive Director or Designee.
- d) Fleet rightsizing is a management practice that can help SNRHA build and maintain sustainable, fuel-efficient fleets. Fleet inventories often grow over time to include vehicles that are highly specialized, rarely used, or unsuitable for current applications. By optimizing fleet size and composition, SNRHA can minimize vehicle use, conserve fuel, and save money.
- e) This Fleet Management Plan remains an essential component to improve fleet management across the organization.



5) Maintenance and Repair

Maintenance and repairs of all fleet assets shall be conducted under the guidance of Fleet Management. It is the responsibility of the operators to maximize the life of their assigned Vehicles by performing daily inspections and ensuring compliance with required time frames for completion of routine maintenance (e.g. adding oil, brake and steering fluid, etc.) If a warning light is illuminated you are required to take the vehicle in for service, immediately.

- a) Fleet Management will notify the respective Departments when a fleet asset is due for scheduled maintenance.
- b) Fleet Management must be notified when maintenance has been scheduled/completed.
- c) Departments shall schedule and turn in vehicles for maintenance to service providers within a reasonable timeframe, not to exceed fifteen (15) days of original date of service request.
- d) Fleet Management is authorized to take Vehicles out of service for any safety or regulatory reasons.
- e) Assigned operators are responsible for the timely and accurate reporting of condition and location of the vehicle as may be periodically requested.
- f) Fueling sites require specific means of identification and are for fuel only.

(1) City of Las Vegas

- (a) Vehicles that are fueled at the City of Las Vegas are issued fuel keys (key fobs) and are assigned to each vehicle and are vehicle specific, for the purchase of fuel for the assigned vehicle.
- (b) City of Las Vegas requires each user to have a “PIN”; each user will be required to fill out “Fuel Site Usage Agreement” form (*Attachment 3A*). This enables City of Las Vegas to track who fuels each vehicle and gives Fleet Management the necessary data to ensure fuel charges are properly applied to property budgets.

(2) Clark County (*forthcoming details*)

- (a) Vehicles that are fueled at Clark County require credit cards...
 - (i) Credit cards are to be for fuel only...
- g) “Vehicle Fueling and Service Record” (*Attachment 10*) shall be submitted to Department Head bi-weekly concurrent with pay periods and submitted to Fleet Management by the 25th of each month. This form shall be used each time the vehicle goes in for service or when the vehicle is fueled.
- h) Fleet Washing- Fleet Management will establish contracts with commercial facilities for Vehicle Washing. Requisitions must be entered for the desired number of washes per vehicle per month including the package level of desired wash. (Example: If current pricing is \$5.00 for exterior wash only and \$14.00 for interior and exterior wash and an AMP has five (5)



vehicles and wants each vehicle washed two (2) times per month, the requisition must be for an amount equal to 10 washes per month for the type of washes requested.)

6) Vehicle Retirement and Disposal

Fleet Management is responsible for all retirement and disposal of fleet assets. Fleet Management will adhere to the Fixed Asset Disposal Policy and Procedure approved by the Board of Commissioners **June 2017** (*Attachment 4*) and will utilize Disposal of Fixed Assets Form (*Attachment 5*).

7) Vehicle Replacement

Factors Impacting Replacement Decision

One of the largest expenses fleets face is the expense of having to replace a vehicle. Multiple factors impact SNRHA's decision to replace a vehicle. Sometimes the decision comes down to the cost of repair compared to the cost of purchasing a new one. When a critical component goes out on a vehicle, SNRHA must decide, based on analysis of viability, whether it will be replaced or repaired. (Example: The Kelly Blue Book Value of a vehicle is \$1700.00 on a 1997 vehicle with 120 thousand miles on it that is driven 50 miles per day and the average annual repairs for this vehicle cost is \$3800.00)

- a) Age of Vehicle (ten years, but if the vehicle is in good condition can be older)
- b) Daily Use (average daily usage of < 50 miles per day, 5 days per week)
- c) Lifetime Mileage (100 thousand miles)
- d) Annual Repair Expenses (dependent on vehicle type, age, and use)

8) Non-Standard Fleet Requirements

Requests for larger units (instead of the standard size) require the support and written approval of the Department Director, and the Executive Director or Designee. (Refer to 4) c))

9) Approvals

All written approvals as noted in this plan will be retained by Fleet Management and a copy will be forwarded to the Department Head.

Fleet Management and the Executive Director have the responsibility for obtaining approval, revisions, and communication related to this plan.



10) Accidents, Incidents and Traffic Tickets

a) Accidents/Incidents

- i) Accidents and/or incidents involving SNRHA fleet vehicle must be handled according to the SNRHA Personnel Handbook (*Attachment 8*), Rule 21.2 “What to do in the event of an automobile accident”.

b) Traffic Tickets

- i) Any Vehicle Operator who gets a ticket is required to report such ticket to the Department Head immediately and provide a copy of the ticket to the Department Head within 24 hours. Failure to comply will result in disciplinary action.
- ii) The Department Head must report the ticket and provide a copy of the ticket to Fleet Management within 48 hours of receipt of notification that a ticket was issued.
- iii) Fleet Management will log the tickets and make note of the Department responsible for settlement of the ticket.
- iv) The Vehicle Operator will be responsible for payment of any fines associated with the ticket within the time required. A copy of the receipt for payment of the ticket must be provided to the Department Head and Fleet Management within 48 hours of payment. Failure to comply will result in disciplinary action.
- v) Fleet Management may settle unpaid tickets that affect SNRHA’s ability to conduct business for fleet registration, etc. and will charge a processing fee of \$50.00(*) per incident in addition to the ticket amount and penalty to the responsible department/division.
- vi) The Executive Director will be responsible for taking Disciplinary action against the Department/Division Head for not ensuring that the ticket is settled in a timely manner; causing excess time, travel and paperwork to Fleet Management.

(*) Note – The \$50.00 processing fee will be charged to offset the cost to Fleet Management for the additional time and expense it would take to follow up and resolve the unpaid tickets not settled by the Vehicle Operator and /or Department Head.

11) Identification

All SNRHA Vehicles will be identifiable by a vehicle asset number to be placed on the Vehicle by Fleet Management at the time of acquisition. Department Heads are responsible for requesting new number stickers if damaged or otherwise unidentifiable.



12) Requirements and Management Processes to Control Risk

This section describes the requirements and management processes to control risk, improve safety performance, and increase awareness related to the operation of motor vehicles by all Agency employees. All Department Heads are required to acknowledge receipt of the “NOTICE of Motor Vehicle Standards and Operational Practices Agreement and Acknowledgement” (*Attachment 2a*). Furthermore all department heads will review this plan with each staff member (individually or as a group). All staff that utilizes fleet units are required to complete and sign the “Motor Vehicle Standards and Operational Practices Agreement and Acknowledgement” form (*Attachment 2*); the executed (signed) form will be forwarded to Human Resources and be kept in the employees personnel file.

All employees holding a Nevada Driver License and expected to drive for Agency business must follow these requirements. This applies to all business related motor vehicle operations including the use of personal vehicles, as well as other equipment (e.g. go-carts, tractors, trailers etc.).

a) Pre-employment screening.

- i) Human Resource conducts a pre-employment driving record review of every applicant as part of the pre-employment screening process.

b) New Employees.

- i) When a new hire has an out of state driver license, the applicant must obtain a valid Nevada Issued Driver License within 30 days in Accordance with NRS483.245 (*Attachment 6A*).
- ii) Within 30 days of hire, all new employees expected to drive routinely for Agency business must receive new employee in house driver education, such as Defensive Driving courses offered through HTVN and/or RMRX.
- iii) Complete a review of agency Motor Vehicle Standards and Operational Practices Agreement and sign the acknowledgement page (*Attachment 2*), delivered by his or her supervisor or supervisor’s designee.
- iv) New employee job classifications that do not require driving on Agency business are not required to complete the in house driver education.
- v) As part of the Onboarding process, Human Resources will complete and submit forms to the Fleet Manager that are required by our service providers (fuel and/or access to service sites).

c) Driver License Verification

- i) Any employee who drives a vehicle on Agency business must have a valid Nevada Issued Driver License.
- ii) Human Resources will verify the validity of the Driver license as part of the pre-employment screening and annually from date of hire.



iii) Employees transferring into a position that involves the routine operation of a motor vehicle for Agency business (e.g. driving is part of the job) must show a valid Nevada Driver License to their supervisor and provide a copy to Human Resources.

d) All Employees Who Drive on Agency Business must:

- i) Maintain and renew their Nevada Driver License as required and must provide a copy of the renewed license to Human resources within ten (10) days of each renewal.
- ii) Immediately notify their supervisor if their Driver License is revoked or suspended.
- iii) Human Resources and the supervisor must review all drivers (those who are required to operate a motor vehicle as part of their job) who lose their driving privileges for any reason and take appropriate action up to and including suspension or termination of employment.
- iv) Must not drive a motor vehicle for Agency business until driving privileges are restored by the State of Nevada Department of Motor Vehicles.
- v) Promptly report all on the job moving violations.
- vi) Follow the rules established by “NRS 484A - Traffic Laws Generally” at all times. (*Attachment 6*)

e) Vehicle Restraints

- i) All employees and passengers inside a vehicle must wear a seat belt as required by law. No exceptions are allowed.
- ii) A vehicle may not have the air bags or any other interior safety feature disabled during operation of the vehicle unless it is permitted by the manufacturer (e.g. turning off the passenger-side airbag for a small occupant/child).
- iii) Vehicle Operators must not engage the vehicle until all passengers are properly secured with seatbelts.

f) Electronic Devices

- i) As required by State law, employees must not write, send, or read text-based communication on any electronic wireless communication device, such as a cell phone/smart phone, iPad/tablet, or Bluetooth enabled watch while driving a motor vehicle.
- ii) Employees must use hands-free operation while using cellular telephones when driving a motor vehicle, regardless of whether it is an Agency cell phone or an employee owned cell phone.

g) Impaired Driving

- i) Employees are prohibited from driving a motor vehicle while on Agency business after consuming alcohol and/or Recreational/Medical Marijuana (*Attachment 12*).
- ii) Employees are prohibited from driving a motor vehicle while under the influence of an illegal substance or drug, while using prescription or non-prescription medication that can affect one’s driving, or when fatigued.
- iii) Employees are obligated to inform their supervisors if taking any medication that might impair their driving ability.



iv) Violation of Impaired Driving Rules is subject to disciplinary action up to and including termination of employment.

h) Vehicle Inspection

i) Employees must inspect their vehicle before each use to ensure the vehicle is in safe operating condition and that all objects are secure both inside and outside the vehicle. Any issues must be reported in writing immediately to the supervisor and Fleet Management (*Attachment 11*).

i) Driving Behavior:

Supervisor must ensure all employees who drive a motor vehicle while on Agency business understand and comply with the following:

- i) Avoid distracted driving (e.g. writing, eating, smoking¹, grooming, reading, use of technology, etc.) while operating a motor vehicle.
- ii) Avoid aggressive driving (e.g. speeding, tailgating, failure to signal, running red lights or stop signs, cutting off other drivers, yelling at others, making obscene gestures, etc.) while operating a motor vehicle.

j) Exiting Employees

- i) Human Resources must notify Fleet Management upon employee departure from the Agency.
- ii) Human Resources must collect Keys, Key Fob, and City Pass and return them to Fleet Management no later than the Close of Business on the next business day after the employee has been processed out.
 - (1) Fleet Management will notify service providers of employee changes within 24 hours of notification.
- iii) Failure to surrender the above listed articles will result in deduction of the replacement cost from the employee's final paycheck.

¹ NO SMOKING IN AGENCY VEHICLES

ATTACHMENT 1:
FLEET INVENTORY

FLEET PLAN (L)

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SNRHA ID #	Model Year RED = +10 yrs	Make	Model	Body Type (DMV)	Dept	AMP	Odometer	Original Cost	MTC YTD	In Fair Condition KBB (or other)	Disposal yr + 15 yr	Replace FY	Replace Cost	Replace Comments
193	1992	Clark	GPX25	N/A	AFC	AH		\$ 15,600.00	\$ 93.75	N/A	N/A	N/A	N/A	N/A
259	1992	Chevrolet	Sportvan G30	TES	SUP	SUP	107,668	\$ 9,196.00	\$ 261.63	\$ 801.00	2002	2017	\$ 25,000.00	
281	1993	Ford	Club Wagon	TBU	SUP	SUP	137,465	\$ 18,004.00	\$ 1,343.93	\$ 646.00	2003	2017	\$ 25,000.00	
8546	1996	Komatsu Forklift	-	-	SNRHA			\$ 15,800.00						
289	1995	GMC	C3500 HD	TCB	OPE	409	61,836	\$ 22,000.00		\$ 2,327.00	2005	2020	\$ 25,000.00	20160309 \$1689 Power Steering, tire; No Fuel this FYTD
290	1995	GMC	C3500 HD	TCB	OPE	406	70,103	\$ 21,850.00	\$ 4,860.80	\$ 1,426.00	2005	2019	\$ 25,000.00	\$4860 repair FY17
291	1995	GMC	C3500 HD	TCB	OPE	409	145,225	\$ 21,850.00	\$ 68.16	\$ 1,025.00	2005	2017	\$ 25,000.00	
100	1997	Chevrolet	Lumina/LS	P4D	SUP	SUP	58,959	\$ 14,872.00	\$ 103.26	\$ 973.00	2007	N/A	\$ 20,000.00	**SUP - PR entered for Equinox
102	1997	Chevrolet	Lumina/LS	P4D	OPE		92,330	\$ 14,872.00		\$ 686.00	2007	TBD	\$ 15,000.00	No fuel this FYTD - not being utilized
124	1997	Ford	F150	T3C	AFC	DK	97,770	\$ 17,651.00	\$ 53.33	\$ 994.00	2007	2018	\$ 25,000.00	
127	1997	Ford	F350	TCB	OPE	409	128,386	\$ 23,873.40	\$ 2,780.97	\$ 5,115.00	2007	2018	\$ 25,000.00	\$2780 repair FY17
296	1997	Chevrolet	C2500	TPK	OPE	409	103,735	\$ 15,885.00	\$ 542.39	\$ 3,118.00	2007	2017	\$ 25,000.00	20160110 \$1535 Power steering control, horn, tie rods, idle arm, pitman arm alignment; 2016-0920 \$897 Steering wheel, hydra boost
161	1998	Club Car	Turf-II	N/A	N/A	406		\$ 4,962.00		N/A	N/A	N/A	N/A	N/A
130	1999	Ford	F350 S	TCB	OPE	407	57,727	\$ 26,210.00		\$ 3,038.00	2009	2018	\$ 50,000.00	
305	1999	Ford	E Super Duty RV 35C*	TMY	SUP	SUP	132,884	\$ 49,307.00	\$ 1,400.25	\$ 935.00	2009	2017	\$ 25,000.00	
306	2000	Chevrolet	C2500	TPK	OPE	402	101,658	\$ 24,989.00	\$ 376.81	\$ 2,810.00	2010	TBD	\$ 25,000.00	No fuel this FYTD - not being utilized
307	2000	Chevrolet	C3500	TCB	OPE	409	87,550	\$ 24,997.00	\$ 1,866.17	\$ 2,883.00	2010	2018	\$ 25,000.00	
311	2000	Chevrolet	C3500	TCB	OPE	407	106,836	\$ 24,996.99	\$ 485.80	\$ 2,551.00	2010	2017	\$ 25,000.00	
312	2000	Chevrolet	C3500	TCB	OPE	409	146,695	\$ 24,996.99	\$ 185.36	\$ 2,022.00	2010	2017	\$ 25,000.00	
313	2000	Chevrolet	C3500	TCB	OPE	409	122,237	\$ 24,996.99	\$ 1,489.97	\$ 2,308.00	2010	2017	\$ 25,000.00	
325	2000	Chevrolet	Express G3500	TCG	AFC	RGP	106,895	\$ 23,234.28	\$ 409.79	\$ 996.00	2010	2017	\$ 25,000.00	20170214 \$370 instrument cluster; 20170202 \$390 Brakes
507	2000	Ford	Taurus SES	P4D	OPE	402	61,485	\$ 15,869.20	\$ 506.91	\$ 1,322.00	2010	2018	\$ 15,000.00	No fuel this FYTD - not being utilized
220	2001	Chevrolet	G3 Express 3500 VAN	TCG	OPE	401	129,873	\$ 23,008.00	\$ 87.67	\$ 843.00	2011	2017	\$ 25,000.00	
317	2001	Ford	F350 S	TPK	OPE	406	65,903	\$ 27,581.00	\$ 57.32	\$ 7,761.00	2011	2019	\$ 25,000.00	

FLEET PLAN (L)

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SNRHA ID #	Model Year RED = +10 yrs	Make	Model	Body Type (DMV)	Dept	AMP	Odometer	Original Cost	MTC YTD	In Fair Condition KBB (or other)	Disposal yr + 15 yr	Replace FY	Replace Cost	Replace Comments
318	2001	Ford	F350 S	TPK	OPE	404	142,740	\$ 27,581.00	\$ 59.05	\$ 4,461.00	2011	2017	\$ 25,000.00	
319	2001	Ford	F350 S	TPK	OPE	403	144,559	\$ 27,581.00	\$ 277.54	\$ 4,403.00	2011	2017	\$ 25,000.00	
320	2001	Ford	F350 S	TPK	OPE	406	176,858	\$ 27,581.00	\$ 65.66	\$ 3,634.00	2011	N/A	\$ 25,000.00	Replaced with 532
321	2001	Ford	F350 S	TCB	OPE	407	42,117	\$ 29,639.00	\$ 822.23	\$ 8,895.00	2011	TBD	\$ 40,000.00	
323	2001	Chevrolet	C3500 HD	TCB	SUP	SUP	46,009	\$ 29,715.00		9326*	2011	TBD	\$ 40,000.00	
324	2001	Chevrolet	Express G3500	TCG	OPE	406	134,046	\$ 23,008.00	\$ 765.57	\$ 791.00	2011	2017	\$ 25,000.00	
221	2002	Ford	F550 1 ton	TCB	AFC	NSP	55,592	\$ 34,270.00	\$ 922.24	N/A	2012	2019	\$ 50,000.00	
327	2002	Ford	F350 S	TPK	OPE	401	103,117	\$ 27,581.00		\$ 6,322.00	2012	2017	\$ 25,000.00	20170215 \$1228 Starter, water pump
328	2002	Ford	F350 S	TPK	AFC	EMP	119,913	\$ 27,581.00	\$ 390.12	\$ 5,698.00	2012	2017	\$ 25,000.00	
329	2002	Ford	F350 S	TPK	OPE	407	89,553	\$ 27,581.00	\$ 152.96	\$ 6,979.00	2012	2018	\$ 25,000.00	
330	2002	Ford	F150	TPK	OPE	404	99,832	\$ 14,805.00	\$ 291.20	\$ 2,221.00	2012	2018	\$ 25,000.00	
332	2002	Ford	F150	TPK	OPE	401	101,155	\$ 14,805.00	\$ 592.26	\$ 2,996.00	2012	2017	\$ 25,000.00	\$4337 ENGINE NOT REPAIRED
333	2002	Ford	F150	TPK	OPE	401	84,026	\$ 14,805.00	\$ 259.50	\$ 2,607.00	2012	2019	\$ 25,000.00	
334	2002	Ford	F150	TPK	OPE	403	97,741	\$ 14,805.00	\$ 2,289.96	\$ 2,271.00	2012	2018	\$ 25,000.00	20161209 \$812 Heater core
335	2002	Ford	Focus SE/S	P4D	HCV	HQS	128,715	\$ 15,659.00	\$ 136.11	\$ 447.00	2012	2017	\$ 15,000.00	
224	2003	Ford	F150	TPK	OPE	404	78,395	\$ 14,899.00	\$ 132.11	\$ 1,135.00	2013	2019	\$ 25,000.00	
225	2003	Ford	F350	T4B	AFC	DK	90,776	\$ 32,246.00	\$ 596.28	\$ 4,251.00	2013	2018	\$ 25,000.00	20161222 \$2995 Fuel Injection system
229	2003	SPARTAN	TRAILER	N/A	OPE	409		-	\$ 372.33	N/A	N/A	N/A	N/A	N/A
230	2003	Ford	E350 Cargo	TCG	AFC	EMP	101,117	\$ 23,615.00	\$ 2,196.36	\$ 2,415.00	2013	2017	\$ 25,000.00	
231	2003	Ford	E39 Econo Strip Box Van	TIC	OPE	409	98,171	\$ 30,879.00	\$ 286.08	\$ 2,841.00	2013	2017	\$ 25,000.00	
336	2003	Mazda	Protégé	P4D	HCV	HQS	114,924	\$ 16,490.00	\$ 599.38	\$ 831.00	2013	2017	\$ 15,000.00	
232	2004	INTERNATIONAL	4200	TCC	AFC	AH	1,781	\$ 90,963.00	\$ 1,024.48	N/A	2014	TBD	\$ 90,000.00	
233	2004	Ford	F150 Heritage	TPK	OPE	409	88,711	\$ 14,334.00		\$ 1,513.00	2014	2019	\$ 25,000.00	
364	2004	Ford	F150 Heritage	TPK	OPE	407	144,833	\$ 14,334.00	\$ 2,010.15	\$ 1,025.00	2014	2017	\$ 25,000.00	20170307 \$1213 AC + 750 horn
236	2005	Ford	Ranger R10	TPK	AFC	RGP	63,601	\$ 13,477.00		\$ 3,069.00	2015	2018	\$ 25,000.00	
337	2005	GMC	C1500	TPK	OPE	406	166,629	\$ 13,590.08		\$ 757.00	2015	TBD	\$ 25,000.00	No fuel this FYTD - not being utilized
338	2005	GMC	C1500	TPK	OPE	407	120,481	\$ 13,590.08	\$ 334.04	\$ 1,451.00	2015	2017	\$ 25,000.00	20170131 \$1918 oil pump/gasket, water pump, crankshaft, front cover seal
339	2005	GMC	C1500	TPK	OPE	402	90,921	\$ 13,590.08	\$ 413.63	\$ 2,148.00	2015	TBD	\$ 25,000.00	No fuel this FYTD - not being utilized

FLEET PLAN (L)

DRAFT

SNRHA ID #	Model Year RED = +10 yrs	Make	Model	Body Type (DMV)	Dept	AMP	Odometer	Original Cost	MTC YTD	In Fair Condition KBB (or other)	Disposal yr + 15 yr	Replace FY	Replace Cost	Replace Comments
340	2005	GMC	C1500	TPK	AFC	RGP	74,539	\$ 13,590.08	\$ 59.48	\$ 2,559.00	2015	2019	\$ 25,000.00	
363	2005	Toyota	Camry LE	P4D	HCV	HQS	140,943	\$ 17,634.25	\$ 556.96	\$ 1,991.00	2015	N/A	\$ 15,000.00	\$2253 Brakes, tires, catalytic converter, motermount NOT REPAIRED; REPLACED WITH 538/539
341	2006	Chevrolet	Equinox	T4W	MOD	D/M	107,335	\$ 18,722.25	\$ 252.58	\$ 1,649.00	2016	2017	\$ 25,000.00	
356	2006	Drake	Dump	4W	OPE	310/311		-		N/A	N/A	N/A	N/A	N/A
342	2007	Chevrolet	Cobalt LS	P4D	HCV	HQS	112,731	\$ 11,982.25	\$ 179.04	\$ 937.00	2017	2017	\$ 15,000.00	
344	2007	Toyota	Camry LE	P4D	AFC	NSP	29,452	\$ 19,545.25	\$ 412.86	\$ 5,610.00	2017	2020	\$ 15,000.00	
355	2007	Chevrolet	Colorado	T4C	OPE	404	136,146	\$ 20,285.00	\$ 187.42	\$ 2,501.00	2017	2017	\$ 25,000.00	
343	2008	Chevrolet	Malibu LS	P4D	SUP	SUP	49,966	\$ 13,467.25	\$ 57.24	\$ 4,359.00	2018	2020	\$ 15,000.00	
345	2008	Chevrolet	Impala LS	P4D	OPE	408	37,189	\$ 14,603.58	\$ 318.87	\$ 4,370.00	2018	2020	\$ 15,000.00	
346	2008	Chevrolet	Malibu LS	P4D	OPE	401	47,804	\$ 15,715.58	\$ 40.61	\$ 4,422.00	2018	2020	\$ 15,000.00	
347	2008	Toyota	Camry LE	P4D	OPE	403	27,355	\$ 18,822.25	\$ 101.45	\$ 6,064.00	2018	2018	\$ 15,000.00	
348	2008	Chevrolet	HHR Panel	PPN	INF	IT	45,680	\$ 19,905.25	\$ 34.59	\$ 2,585.00	2018	2018	\$ 20,000.00	
349	2008	Chevrolet	Malibu LS	P4D	HCV	HQS	99,910	\$ 19,109.65	\$ 494.36	\$ 2,708.00	2018	2017	\$ 15,000.00	
350	2009	Chevrolet	Malibu LS	P4D	OPE	409	30,431	\$ 17,824.13	\$ 107.21	\$ 5,642.00	2019	2019	\$ 15,000.00	20161003 \$1007 Fuel pump turn signal
351	2009	Toyota	Camry LE	P4D	OPE	406	49,981	\$ 20,000.00	\$ 248.01	\$ 5,820.00	2019	2019	\$ 15,000.00	
352	2009	Champion Chev Chassis	C5500 C5V02	TYT	SUP	SUP	15,602	\$ 86,983.00		N/A	2019	2019	\$ 25,000.00	
353	2009	Chevrolet	Malibu LS	P4D	HCV	HQS	90,075	\$ 16,945.13	\$ 173.62	\$ 3,445.00	2019	2019	\$ 15,000.00	20161007 \$1234 fuse panel
354	2009	Chevrolet	Malibu LS	P4D	HCV	HQS	117,480	\$ 16,945.13	\$ 625.69	\$ 2,537.00	2019	2017	\$ 15,000.00	
357	2009	Chevrolet	C2500 HD	TCW	MOD	D/M	67,197	\$ 28,350.53	\$ 335.47	\$ 9,797.00	2019	2019	\$ 25,000.00	
240	2010	Ford	F150	TPK	OPE	409	54,693	\$ 14,555.25		\$ 6,802.00	2020	2020	\$ 25,000.00	
241	2010	Ford	F250 Super	TPK	OPE	406	51,833	\$ 25,485.25	\$ 209.26	\$ 8,478.00	2020	2020	\$ 25,000.00	
508	2011	Chevrolet	Malibu LS	P4D	HCV	HQS	93,756	\$ 19,730.00	\$ 579.47	\$ 3,725.00	2021	2021	\$ 15,000.00	
509	2011	Chevrolet	Malibu LS	P4D	HCV	HQS	56,440	\$ 19,446.01	\$ 252.05	\$ 5,295.00	2021	2021	\$ 15,000.00	
510	2011	Chevrolet	Malibu LS	P4D	HCV	HQS	74,039	\$ 19,692.36	\$ 256.90	\$ 4,503.00	2021	2021	\$ 15,000.00	
511	2011	Chevrolet	Malibu LS	P4D	HCV	HQS	69,209	\$ 19,500.00	\$ 895.51	\$ 4,751.00	2021	2021	\$ 15,000.00	
512	2013	Chevrolet	C1500	T4C	OPE	408	60,034	\$ 20,805.25	\$ 379.86	\$ 8,776.00	2023	2023	\$ 25,000.00	
513	2013	Chevrolet	Impala LS	P4D	OPE	407	4,377	\$ 18,813.25		\$ 8,332.00	2023	N/A	\$ 15,000.00	No fuel this FYTD
514	2013	Chevrolet	C2500 HD	TPK	AFC	NSP	37,057	\$ 28,988.25	\$ 94.15	\$ 17,971.00	2023	2023	\$ 25,000.00	
517	2014	Ford	F250 Super	TPK	AFC	NSP	25,280	\$ 30,227.25	\$ 797.52	\$ 16,671.00	2024	2024	\$ 25,000.00	
536	2014	Ford	Escape SE	T4W	PRO	PRO	21,133	\$ 20,000.00	\$ 31.50	\$ 12,688.00	2024	2024	\$ 25,000.00	
515	2015	Ford	F250 Super	TPK	AFC	NSP	27,476	\$ 20,994.25	\$ 309.48	\$ 17,761.00	2025	2025	\$ 25,000.00	
516	2015	Chevrolet	Malibu LS	P4D	HCV	HQS	19,591	\$ 17,976.25	\$ 134.02	\$ 10,106.00	2025	2025	\$ 15,000.00	
518	2015	Chevrolet	C1500	TPK	OPE	406	16,740	\$ 20,039.00	\$ 93.21	\$ 14,203.00	2025	2025	\$ 25,000.00	
519	2016	Chevrolet	C1500	TPK	AFC	JBB	3,152	\$ 26,164.00	\$ 67.10	\$ 16,132.00	2026	2026	\$ 25,000.00	
520	2016	Chevrolet	C1500	TPK	AFC	DK	1,060	\$ 26,164.00	\$ 59.26	\$ 16,132.00	2026	2026	\$ 25,000.00	

FLEET PLAN (L)

DRAFT

SNRHA ID #	Model Year RED = +10 yrs	Make	Model	Body Type (DMV)	Dept	AMP	Odometer	Original Cost	MTC YTD	In Fair Condition KBB (or other)	Disposal yr + 15 yr	Replace FY	Replace Cost	Replace Comments
521	2016	Chevrolet	C2500 HD	TPK	AFC	JBB	7,457	\$ 32,368.25	\$ 272.94	\$ 23,682.00	2026	2026	\$ 25,000.00	
522	2016	Chevrolet	Impala LS	P4D	OPE	404	6,616	\$ 19,469.25	\$ 128.85	\$ 12,336.00	2026	2026	\$ 15,000.00	
523	2016	Chevrolet	C1500	TPK	OPE	407	6,553	\$ 22,317.59	\$ 173.29	\$ 15,945.00	2026	2026	\$ 25,000.00	
524	2016	Chevrolet	C1500	TPK	OPE	408	6,022	\$ 22,317.59	\$ 207.62	\$ 15,973.00	2026	2026	\$ 25,000.00	
525	2016	Chevrolet	C1500	TPK	OPE	403	4,131	\$ 22,317.59	\$ 150.14	\$ 16,080.00	2026	2026	\$ 25,000.00	
526	2016	Chevrolet	C1500	TPK	OPE	401	4,562	\$ 21,509.25	\$ 78.72	\$ 16,080.00	2026	2026	\$ 25,000.00	
527	2016	Chevrolet	C1500	TPK	OPE	409	8,225	\$ 21,509.25	\$ 399.48	\$ 15,861.00	2026	2026	\$ 25,000.00	
528	2016	Ford	F250 Super	TPK	OPE	406	16,252	\$ 23,046.00	\$ 503.09	\$ 21,734.00	2026	2026	\$ 25,000.00	
529	2016	Ford	F250 Super	TPK	OPE	402	1,879	\$ 23,046.00	\$ 83.62	\$ 22,675.00	2026	2026	\$ 25,000.00	
530	2016	Ford	F250 Super	TPK	OPE	409	2,937	\$ 23,046.00	\$ 268.62	\$ 22,675.00	2026	2026	\$ 25,000.00	
531	2016	Ford	F250 Super	TPK	OPE	406	1,316	\$ 23,046.00	\$ 115.97	\$ 22,675.00	2026	2026	\$ 25,000.00	
532	2016	Ford	F250 Super	TPK	OPE	406	1,398	\$ 22,756.00		\$ 22,675.00	2026	2026	\$ 25,000.00	
533	2016	Ford	F250 Super	TPK	OPE	407	1,069	\$ 22,756.00	\$ 85.68	\$ 22,675.00	2026	2026	\$ 25,000.00	
534	2016	Ford	F250 Super	TPK	OPE	404	2,291	\$ 23,046.00	\$ 167.48	\$ 22,675.00	2026	2026	\$ 25,000.00	
535	2016	Ford	F250 Super	TPK	OPE	403	786	\$ 23,046.00		\$ 22,675.00	2026	2026	\$ 25,000.00	
538	2016	Ford	Fiesta S	P4D	HCV	HQS	1,887	\$ 13,300.00	\$ 100.00	\$ 6,588.00	2026	2026	\$ 15,000.00	
541	2016	Ford	F250 Super	TPK	OPE	409	78	\$ 34,600.25		\$ 22,675.00	2026	2026	\$ 25,000.00	
537	2017	Ford	Fusion S	P4D	AFC	AH	1,000	\$ 19,176.28	\$ 100.00	\$ 13,515.00	2027	2027	\$ 15,000.00	
540	2017	Ford	F250 Super	TPK	OPE	409	56	\$ 34,600.25		\$ 22,675.00	2026	2026	\$ 25,000.00	

Year	SUMMARY	Number of Vehicles	Cost
1	2017	28	\$ 650,000.00
2	2018	12	\$ 300,000.00
3	2019	12	\$ 295,000.00
4	2020	7	\$ 135,000.00
5	2021	4	\$ 60,000.00
6	2022	0	\$ -

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ATTACHMENT 2:
MOTOR VEHICLE STANDARDS AND OPERATIONAL PRACTICES
AGREEMENT AND ACKNOWLEDGEMENT



SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY

Motor Vehicle Standards and Operational Practices Agreement and Acknowledgement

All employees (1), appointees, and officers of the SNRHA when issued or operating a SNRHA vehicle (2) (herein designated as vehicle operators) have the responsibility to operate the vehicle within the traffic laws of the State of Nevada and to exercise reasonable care for the vehicle. The vehicle operator is responsible for the safe operation of the vehicle and the safety of passengers and pedestrians. Therefore, the following rules shall apply to all operators of SNRHA motor vehicles.

1. Only assigned vehicle operators or an individual who has signed the acknowledgement of receipt of these rules and has been qualified hereunder may drive a SNRHA vehicle, except in emergency circumstances.
Independent contractors and volunteers may not drive SNRHA vehicles.
2. The vehicle operator warrants that he/she has a valid Nevada driver license, being # _____.
 - a. The vehicle operator will have said driver license in his/her possession at all times while operating the motor vehicle.
 - b. In the event his/her license is suspended or terminated, he/she will return the motor vehicle to the SNRHA immediately.
3. The vehicle operator warrants that his/her Nevada driver license is subject to no restriction except the following: _____
 - a. The vehicle operator will notify the SNRHA in writing within one business day after the addition of any restriction(s) or any change in the restriction(s) on his/her driver license, and will not operate the above-described motor vehicle after any such addition or change (except removal of a restriction) until the SNRHA gives written authorization for continued operation with the added or changed restriction(s).
4. The SNRHA has the right to routinely audit the driving records of all SNRHA vehicle operators to verify that they maintain a valid Nevada driver license.
5. The vehicle operator is responsible for checking the safety and general condition of the vehicle, and shall cause to be maintained in good working condition his/her assigned motor vehicle, including routine service, repairs, and maintenance. The vehicle operator shall produce the motor vehicle for service, repairs, and maintenance as required by the SNRHA. No employee may use a vehicle for any purpose for which it was not designed.
6. The SNRHA vehicle will be used and operated in a careful manner, and the vehicle operator will pay or cause to be paid any fines imposed by any governmental agency which are levied upon said motor vehicle, and/or the SNRHA and/or the vehicle operator, including civil infractions, moving violations, parking violations and the like, arising out of the operation, maintenance or use of the motor vehicle by the assigned vehicle operator.
7. Vehicle Operators shall park the vehicle in a legal and proper manner, remove the keys and lock the vehicle. Employees will not park on the wrong side of the street or highway and will use the parking brake.

8. The operator and passengers of the vehicle will wear seat belts at all times.
9. In the event of any collision, injury or damage involving, or caused or alleged to have been caused by reason of the operation, maintenance, or use of the SNRHA vehicle:
 - a. The police of the jurisdiction in which the accident or incident occurred must be notified immediately.
 - b. The vehicle operator will immediately provide, on the same business day of the incident or as soon thereafter as possible, to his/her supervisor a completed vehicle Accident Report (copy attached hereto). The report shall include the names, addresses and telephone numbers of all witnesses, a detailed summary of the incident, and all other pertinent information. A copy of said report shall be submitted by the vehicle operator.
 - c. The supervisor will carry out all other requirements as outlined in the Collective Bargaining Agreement, Article 42, section 3, up to and including drug testing.
 - d. Accidents Involving a Collision with Other Vehicles, Damage to Private Property, Personal Injury, or Death:
 - i. Do not remove the vehicle
 - ii. Call the police and indicate the severity of the accident and location
 - iii. Notify Supervisor
 - iv. DO NOT make any statements regarding the accident
 - v. Obtain the name, address and telephone number of all witnesses
 - vi. Do not leave the scene until directed to by your supervisor
 - vii. Supervisors should report the accident immediately to the Risk Management Office.
10. The vehicle operator will not use the SNRHA vehicle, or allow the vehicle to be used, for any illegal purpose. In the event that the assigned vehicle is confiscated by any governmental entity because of its use for any illegal purpose with the knowledge and/or consent of the vehicle operator, the vehicle operator must reimburse the SNRHA for (a) the cost of replacement of the confiscated vehicle if the SNRHA is unable to recover the vehicle intact, and (b) any expenses incurred by the SNRHA as a result of the confiscation or attempted confiscation, including recovery of the vehicle if applicable.
11. Vehicle operator's assigned SNRHA vehicles from a department pool are assigned such vehicles for the sole purpose of performing their assigned work duties. The vehicles must be returned to a department approved storage area at the completion of the vehicle operator's work shift and may **not** be taken home or elsewhere unless expressly allowed by department rules or department management.
12. Vehicle operators allowed to use a SNRHA pool vehicle shall not use such vehicles for personal business or personal errands, nor shall they carry passengers unrelated to SNRHA business, except in the event of an emergency.

13. Vehicle operators allowed to use a SNRHA vehicle on a 24-hour basis (general assigned vehicles) may use the vehicle for (1) SNRHA business, and (2) personal business during the course of their daily commute to and from SNRHA facilities or SNRHA sponsored events, and may **not** carry passengers unrelated to SNRHA business.

- The vehicle operator and any passengers must comply with the provisions of these rules at all times.

14. Nothing in this document shall derogate the right of the SNRHA and its departments to discipline the vehicle operator in accordance with the SNRHA rules and regulations and with applicable collective bargaining agreements for failure to comply with these rules.

15. All other applicable rules and regulations of the SNRHA whether contained in directives, civil service rules, personnel handbook, or collective bargaining agreements, shall be incorporated herein.

16. In the event that the vehicle operator violated any of the terms of these rules:

- a. The violation may constitute misconduct in the performance of his/her duties and may result in disciplinary action, up to and including dismissal.
- b. The SNRHA may, at its option, also demand that the vehicle operator immediately surrender the assigned motor vehicle to the SNRHA, and the vehicle operator shall promptly comply with such demand.
- c. Failure to comply with these rules may be subject to disciplinary action up to and including termination.

I acknowledge that I have received, read, and understand the above Rules of Use of SNRHA-owned Vehicles:

Vehicle Operator Printed Name

Vehicle Operator Signature

Department

Date

Witness Signature

(1) The term "employees" include all SNRHA employees whether that are assigned to a general fund, or are subsidized by grant funding. The term does not include independent contractors to the SNRHA whether their compensation is funded by grants or otherwise or volunteer workers who donate services to the Agency.

(2) The term "vehicle" generally refers to vehicles such as cars, automobiles, vans, minivans, buses, small trucks or general-purpose vehicles which are used for the purpose of transporting drivers and passengers from one destination to another.

ATTACHMENT 2A:
NOTICE OF “MOTOR VEHICLE STANDARDS AND OPERATIONAL
PRACTICES AGREEMENT AND ACKNOWLEDGEMENT”



SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY

NOTICE

Motor Vehicle Standards and Operational Practices Agreement and Acknowledgement

To: _____

From: _____

Date: _____

Re: MOTOR VEHICLE STANDARDS AND OPERATIONAL PRACTICES AGREEMENT & ACKNOWLEDGEMENT

As a risk management measure, the Board of Commissioners promulgated the need for a Fleet Plan designed to maintain SNRHA vehicles, to establish rules governing use and operation of SNRHA vehicles, and to require submission of acknowledgement forms by persons who drive SNRHA vehicles, so as to allow periodic checking of driver's licenses and driving records. For your convenient reference, a copy of that acknowledgement is attached hereto.

The Procurement Department, as the Fleet Manager, will continue to be responsible for administration of the policy, records, etc., with consultation and assistance from the Department Directors.

Better risk management in all aspects of the SNRHA activities and operations, and limitation of liability resulting from use of SNRHA vehicles are fundamental objectives of the policy; Consistent with the SNRHA's cornerstones of safety in Southern Nevada and enhancing the financial sustainability of the SNRHA. Our litigation experience has demonstrated that one or a few accidents can cause the loss by SNRHA of enormous sums of money. Many of such incidents might have been avoided with better management of this area of SNRHA resources and regulation of known or ascertainable risks.

Persons who are operating either assigned or pooled vehicles, or staff persons who are operating SNRHA vehicles assigned to authorized individuals (such as appointees), must turn in a completed form acknowledging receipt and review of the Agreement.

This will mandate that each department director, within two (2) weeks of the date of this memo, be responsible for providing the Risk Management Officer with a list of all persons in his/her department who are assigned a SNRHA vehicle on a 24 hour basis or who are allowed to drive SNRHA vehicles from a pool assigned to the department, along with legible signed Agreement acknowledgement forms indicating receipt and review of the Agreement.

Please also note that you are responsible for ensuring updating of the list, and for submission of complete acknowledgement forms, upon entry into your department of new personnel who will be assigned or permitted to operate a pool vehicle. No excuse will be accepted from any non-exempt Director for failure to comply with this directive in regard to your department.

Attachment: MOTOR VEHICLE STANDARDS AND OPERATIONAL PRACTICES AGREEMENT & ACKNOWLEDGEMENT

ATTACHMENT 3:
REQUEST FOR VEHICLE ASSIGNMENT
(FORM)



SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY

REQUEST FOR VEHICLE ASSIGNMENT

To: _____
Executive Director or Designee

From: _____

Date: _____

Please approve the assignment of:

Vehicle No.: _____ License #: _____ Make: _____ Model: _____

To:

Employee Name _____ Title: _____

Department: _____

I have verified that the employee named above has an insurable driving record.

[] The vehicle will be garaged on SNRHA property at: _____

[] Business reason for the employee to take the vehicle home: _____

EXECUTIVE OFFICE USE ONLY

[] Vehicle assignment Approved [] Vehicle assignment *NOT* Approved

[] Vehicle May be driven home and retained overnight

[] Vehicle May *NOT* be driven home and retained overnight

Executive Director or Designee

Date

Cc: Fleet Management
Requesting Division

ATTACHMENT 3A:
FUEL SITE USAGE AGREEMENT
(CITY OF LAS VEGAS FORM)

FUEL SITE USAGE AGREEMENT

NOT APPLICABLE FOR TEMPORARY OR HOURLY EMPLOYEES

I, _____, hereby request access to the CLV fuel system and agree to follow the process steps, and abide by the rules listed below. The process for dispensing fuel is as follows:

Prokee Transaction

- Drive up to appropriate fuel dispenser
- Insert prokee into electronic reader
- Remove and reinsert prokee as prompted
- As prompted enter **current and correct** mileage or hours for unit specifically assigned to prokee
- As prompted enter employee identification number
- As prompted enter pump number desired
- Remove respective nozzle and turn pump lever to initiate operation and squeeze nozzle handle to dispense fuel
- Return pump lever and nozzle to original positions upon completion
- Insert prokee into electronic reader to update daily data

AIM Transaction

- Drive up to appropriate fuel dispenser
- Select automated option from electronic reader
- As prompted enter employee identification number
- As prompted enter pump number desired
- Remove respective nozzle and turn pump lever to initiate operation and squeeze nozzle handle to dispense fuel
- Return pump lever and nozzle to original positions upon completion

- **CLV fueling locations and products are for official approved use only. Misuse may constitute theft in accordance with NRS 205.0832, and in accordance with the City Fraud Policy FSD will report any reasonable suspicion of theft or fraud to the Department of Detention and Enforcement City Marshals. Employees are also responsible for reporting.**
- Unless specifically provided for otherwise, only full-time permanent employees will be allowed access to the CLV fuel system.
- No smoking or loitering are allowed in or around a fuel pump area.
- A vehicle in a fuel pump area is to be turned off and attended at all times.
- During fueling activities the vehicle operator is to be in control of the fuel pump nozzle until it is returned to the dispenser cabinet.
- Except as provided in O&M-FS-FUEL02, a prokee is to be used only for the vehicle to which is has been assigned, and conversely that vehicle is to be fueled exclusively through the use of the assigned prokee. Failure to follow this application requirement will result in immediate and/or subsequent rejection of fueling efforts since the mileage control parameters will be exceeded.
- Follow the process steps as provided above, and as prompted by the electronic reader. Failure to do so may result in automated lockout of fueling privileges. Restoration of lockout applications will be at the discretion of FSD.
- Report the loss of any prokee immediately. Cost assessments will apply to prokee replacements.
- The user is responsible for knowing and following all other applicable safety rules and precautions. A copy of the CLV Vehicle Safety, Maintenance, and Insurance Manual is included under Attachment A for reference. A user may not use another employee's ID number at any time.
- Respective management staff members are responsible for the oversight of fuel operations and use by assigned staff members in accordance with O&M-FS-FUEL06.
- Spills are to be addressed in accordance with posted signage.
- **Use of the City fuel sites is a privilege and not a right of employment. Continued or blatant misuse of the system will result in temporary or permanent suspension of fueling privileges.**

Employee Printed Name

Employee Signature

Date

Employee ID Number

Org Name

Org Number (5 digit)

EX Level Supervisor Approval (Print Name and Signature) _____

ATTACHMENT 4:
SNRHA FIXED ASSET DISPOSAL POLICY AND PROCEDURE
(APPROVED BY BOC JUNE 2017)

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FIXED ASSET DISPOSAL POLICY AND PROCEDURE
March 6, 2017

PURPOSE

The purpose of this policy and procedure is to outline requirements for disposing of SNRHA fixed assets. The term fixed asset refers to any tangible assets or property, ~~plant~~ and equipment.

POLICY AND PROCEDURE:

- A.) The Department Head must, first offer any usable items for transfer to other departments. The Department should circulate an e-mail to all department heads with a description of the item. If there is no need for the item(s) in other departments, the Department Head must seek approval for the write-off following the below policy and procedure.
- B.) If the item is inventoried and exceeds \$500 in resale value, obsolete, unusable, or being trashed the Department Head must request permission from the Deputy and/or Executive Director to write off the item. The Department Head must complete the Fixed Asset Disposal Form for submission. A detailed description, estimate of value (any back-up documentation for justification must be presented), and photograph of item must be attached to disposal form. This form must be submitted to procurement, and to the Deputy and/or Executive Director for approval prior to taking the item to the Board of Commissioners for write off.
 - a. Asset keys shall be turned in to Procurement at the same time that the form is submitted. Asset keys including blue fuel key must be turned over to Procurement (City of Las Vegas will charge \$25.00 if blue key is not returned)
- C.) Any item with a resale value under \$500, may be written off by completing the Fixed Asset Disposal Form by the Department Head, and getting Deputy and/or Executive Directors approval and signature. No board approval is required for an asset with a resale value under \$500
- D.) Once approval has been obtained by all parties, the Department Head must submit to the Board of Commissioners for write-off of the asset which exceeds \$ 500 in resale value. A copy of the request for disposal form, photo, and all other back up documentation should be included with this request.
- E.) Once the Board of Commissioners has approved the write off, the following procedure should be followed:

ASSET TO BE SOLD AT AUCTION (TNT AUCTION)

Asset shall be offered to the public through TNT Auction. TNT Auction holds a minimum of two (2) auctions per calendar year. All items to be sent to TNT Auction shall be submitted/delivered to Clark County Service yard a minimum of 30 days prior to scheduled auction date.

Vehicles/Equipment (hereafter asset)

- 2) Complete “Clark County, Nevada Vehicle/Equipment Turn-in Document” and submit to Clark County Automotive Services, to have asset added to TNT Auction list. NOTE: If the items below are not complete Clark County will invoice for any additional preparation charges.
 - a. Asset to have decals, vehicle number, official marking and license plates removed from the vehicle/equipment.
 - b. Asset number MUST BE written on upper right corner of windshield.



FIXED ASSET DISPOSAL POLICY AND PROCEDURE
March 6, 2017

- c. Asset must be cleaned out. Any specialized equipment be removed if applicable (i. e. tool boxes, utility boxes, lift gates, etc. to be used on a different asset).
- d. Asset must be stored at a secure location (11th Street or Flamingo) until at least 30 days prior to the next scheduled TNT Auction.
- e. Asset keys and asset title (if applicable) to be delivered to Clark County upon delivery of asset.
- 3) Deliver/tow asset to Clark County, Automotive Services at Stephanie and Flamingo. Clark County to invoice SNRHA for any tow charges.
- 4) Following the completion of the scheduled auction (5-7 days), Clark County Automotive Services Manager will submit a listing of SNRHA assets that were sold at TNT Auction including the amount it was purchased for.
- 5) SNRHA to receive check from Clark County within 30 days of auction completion.
 - a. Procurement to confirm funds and department allocations.
 - b. Procurement to make copy of check and hand deliver check to Finance for distribution to departments/properties.
- 6) Procurement to complete Fixed Asset Disposal Form and file in asset file.

ATTACHMENT 5:
SNRHA FIXED ASSET
DISPOSAL POLICY AND PROCEDURE
(FORM)



DISPOSAL OF FIXED ASSETS FORM

This form is to be completed by the department head, and submitted along with a photo to the deputy and/or executive director to request a write off of any inventoried fixed asset or any asset with a potential value exceeding \$500. Once the deputy and/or executive director has signed off, the procedures outlined in the fixed asset disposal policy must be followed (including taking to the board of commissioners for write off if value exceeds \$ 500).

DISPOSITION

DATE: _____ ASSET NUMBER: _____
DETAILED DESCRIPTION/CONDITION, INCLUDE PHOTO: _____

REASON FOR DISPOSAL (OBSOLETE, BROKEN, UNUSED, ETC): _____

APPROXIMATE RESALE VALUE (KBB VALUE): \$ _____ ODOMETER: _____

DEPARTMENT REQUESTING DISPOSAL: _____

WAS THIS ITEM PURCHASED WITH FEDERAL FUNDS: YES _____ NO _____ UNKNOWN _____

REQUIRED SIGNATURES

REQUESTING DEPARTMENT _____ DATE _____

PROCUREMENT/FLEET _____ DATE _____

EXECUTIVE DIRECTOR OR DESIGNEE _____ DATE _____

THIS COMPLETED FORM ALONG WITH A PHOTO OF ITEM MUST BE INCLUDED IN BOARD PACKAGE FOR WRITE-OFF APPROVAL PRIOR TO DISPOSING OF ASSET.

DATE APPROVED BY BOC: _____

FLEET TO COMPLETE THE BELOW

SALE

When selling a fixed asset, a copy of this form along with form of payment must go to accounting.

PRIVATE PARTY

SNRHA WEB AUCTION: _____ BID NUMBER: _____

MINIMUM RESERVE AMOUNT: _____

BUYER NAME: _____

BUYER ADDRESS: _____

DATE PICKED UP: _____ AMOUNT RECEIVED: _____

MONEY ORDER #: _____ DATE ACCOUNTING RECEIVED: _____

TNT AUCTION

DATE TO COUNTY: _____ AUCTION DATE: _____

TOW CHARGES: _____ MISC CHARGES: _____

SALE AMOUNT: _____ DATE ACCOUNTING RECEIVED: _____

ATTACHMENT 6:

NRS 484A

CHAPTER 484A - TRAFFIC LAWS GENERALLY

[Rev. 5/24/2016 3:59:13 PM--2015]

CHAPTER 484A - TRAFFIC LAWS GENERALLY

GENERAL PROVISIONS

NRS 484A.005	Purposes of chapters 484A to 484E , inclusive, of NRS.
NRS 484A.010	Definitions.
NRS 484A.015	“Alley” defined.
NRS 484A.020	“Authorized emergency vehicle” defined.
NRS 484A.025	“Bicycle” defined.
NRS 484A.030	“Bus” defined.
NRS 484A.035	“Bus stand” defined.
NRS 484A.040	“Center” and “centerline” defined.
NRS 484A.045	“City” defined.
NRS 484A.050	“Combination of vehicles” defined.
NRS 484A.055	“Commercial vehicle” defined.
NRS 484A.060	“Controlled-access highway” defined.
NRS 484A.065	“Crosswalk” defined.
NRS 484A.070	“Divided highway” defined.
NRS 484A.075	“Driveaway-towaway operation” defined.
NRS 484A.080	“Driver” defined.
NRS 484A.085	“Explosives” defined.
NRS 484A.090	“Funeral procession” defined.
NRS 484A.095	“Highway” defined.
NRS 484A.100	“House trailer” defined.
NRS 484A.105	“Intersection” defined.
NRS 484A.110	“Laned highway” defined.
NRS 484A.115	“Local authority” defined.
NRS 484A.120	“Manufactured home” defined.
NRS 484A.125	“Moped” defined.
NRS 484A.130	“Motor vehicle” defined.
NRS 484A.135	“Motorcycle” defined.
NRS 484A.140	“Nonresident” defined.
NRS 484A.145	“Official traffic-control device” defined.
NRS 484A.147	“Original equipment manufacturer” defined. [Effective through December 31, 2017.]
NRS 484A.150	“Owner” defined.
NRS 484A.155	“Park” and “parking” defined.
NRS 484A.160	“Passenger car” defined.
NRS 484A.165	“Pedestrian” defined.
NRS 484A.170	“Person with a disability which limits or impairs the ability to walk” defined.
NRS 484A.175	“Pole trailer” defined.
NRS 484A.180	“Police officer” defined.
NRS 484A.185	“Premises to which the public has access” defined.
NRS 484A.190	“Private way” and “driveway” defined.
NRS 484A.195	“Public authority” defined.
NRS 484A.196	“Qualified alternative fuel” defined. [Effective through December 31, 2017.]
NRS 484A.197	“Qualified alternative fuel vehicle” defined. [Effective through December 31, 2017.]
NRS 484A.198	“Qualified vehicle modifier of alternative fuel vehicles” defined. [Effective through December 31, 2017.]
NRS 484A.200	“Railroad” defined.
NRS 484A.205	“Regulatory agency” defined.
NRS 484A.210	“Right-of-way” defined.
NRS 484A.215	“Road” defined.
NRS 484A.220	“Roadway” defined.
NRS 484A.225	“Rural area” defined.
NRS 484A.230	“School bus” defined.
NRS 484A.235	“Semitrailer” defined.
NRS 484A.240	“Sidewalk” defined.
NRS 484A.245	“Special mobile equipment” defined.
NRS 484A.250	“Stand” and “standing” defined.
NRS 484A.255	“Stop” defined.
NRS 484A.260	“Stop” and “stopping” defined.
NRS 484A.265	“Street” defined.
NRS 484A.270	“Taxicab” defined.
NRS 484A.275	“Through highway” defined.
NRS 484A.280	“Tow car” defined.
NRS 484A.285	“Traffic” defined.
NRS 484A.290	“Traffic-control signal” defined.
NRS 484A.295	“Trailer” defined.
NRS 484A.300	“Traveled portion of highway” defined.
NRS 484A.305	“Truck” defined.
NRS 484A.310	“Truck-tractor” defined.
NRS 484A.315	“Urban area” defined.
NRS 484A.320	“Vehicle” defined.

POWERS OF STATE AND LOCAL AUTHORITIES

NRS 484A.400	Provisions uniform throughout State; local authority prohibited from enacting certain ordinances; trial for same offense prohibited.
NRS 484A.410	City or county may adopt penalties for certain violations of driving under influence of alcohol or prohibited substance; person convicted of violation of city or county ordinance subject to other provisions of law for such violation.
NRS 484A.420	Powers of local authority.
NRS 484A.430	Adoption of manual and specifications for devices for control of traffic by Department of Transportation.
NRS 484A.440	Local device for control of traffic.
NRS 484A.450	Designation of through highways and intersections requiring stop or yield; vehicle entering intersection.
NRS 484A.460	Authority of Department of Transportation to designate carpool lanes; duties of Department of Transportation; regulations.
NRS 484A.463	Authority of Department of Transportation to adopt regulations to allow certain low emission and energy-efficient vehicles to be operated in lane designated for high-occupancy vehicles. [Effective through December 31, 2017.]
NRS 484A.463	Authority of Department of Transportation to adopt regulations to allow certain low emission and energy-efficient vehicles to be operated in lane designated for high-occupancy vehicles. [Effective January 1, 2018.]
NRS 484A.467	County or city authorized to adopt ordinance to allow low emission and energy-efficient vehicles to travel in designated lane in planned community.
NRS 484A.468	Parking program for qualified alternative fuel vehicles; Requirements for establishment by local authorities; fee authorized; authorization for participating qualified vehicle to stop, stand or park without payment; exceptions. [Effective through December 31, 2017.]
NRS 484A.470	Authority of Department to adopt regulations concerning special mobile equipment.
NRS 484A.480	Designation of authorized emergency vehicles; equipment; limitations on use of warning devices.
NRS 484A.490	Permit for authorized emergency vehicle issued to other vehicles; certain vehicles not considered emergency vehicles.

CITATIONS AND ARRESTS FOR VIOLATIONS OF TRAFFIC LAWS

CITATIONS

NRS 484A.600	Use by governmental entity or agent of photographic, video or digital equipment to gather evidence for issuance of traffic citation.
NRS 484A.610	Issuance of forms for traffic citations; records.
NRS 484A.620	Copy of citation deemed lawful complaint.
NRS 484A.630	Citation: Contents; 5-day notice to appear in court; written promise to appear.
NRS 484A.640	Matching of certain information before officer issues citation or makes arrest; when officer may arrest driver for prior offense.
NRS 484A.650	Officer to demand proof of insurance; citation for operation of vehicle without insurance or for failure to present proof of insurance.
NRS 484A.660	Issuance of citation at scene of crash.
NRS 484A.670	Effect of violation of written promise to appear; when appearance by counsel in lieu of personal appearance is authorized.
NRS 484A.680	Disposition and records of traffic citations.
NRS 484A.690	Audit of records of traffic citations.
NRS 484A.700	When warrant for failure to obey citation for parking violation may be issued.

ARRESTS

NRS 484A.710	Arrest without warrant for certain offenses.
NRS 484A.720	When person must be taken immediately before magistrate.
NRS 484A.730	When peace officer has option to give citation or take person before magistrate.
NRS 484A.740	Arrest of nonresident.
NRS 484A.750	Appearance before magistrate having jurisdiction.
NRS 484A.760	Release of defendant when magistrate not available.
NRS 484A.770	Procedure prescribed for arrest without warrant not exclusive.

MISCELLANEOUS PROVISIONS

NRS 484A.800	Sponsor of special event to provide for control of vehicular traffic.
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GENERAL VIOLATIONS

NRS 484A.900	Penalty for violation of traffic law when no penalty provided in statute; authority of court to order repeat offender to pay for and attend school for driver training.
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NOTE: Section 8 of chapter 472, Statutes of Nevada 2011, at p. 2876, has been codified as [NRS 482A.020](#), [482A.030](#), [482A.050](#) and [482A.100](#).

GENERAL PROVISIONS

NRS 484A.005 Purposes of [chapters 484A](#) to [484E](#), inclusive, of NRS. The purposes of [chapters 484A](#) to [484E](#), inclusive, of NRS are to:

1. Establish traffic laws which are uniform throughout the State of Nevada, whether or not incorporated into local ordinances.
 2. Minimize the differences between the traffic laws of the State of Nevada and those of other states.
- (Added to NRS by [1969, 1482](#)) — (Substituted in revision for NRS 484.011)

NRS 484A.010 Definitions. As used in [chapters 484A to 484E](#), inclusive, of NRS, unless the context otherwise requires, the words and terms defined in [NRS 484A.015 to 484A.320](#), inclusive, have the meanings ascribed to them in those sections.

(Added to NRS by [1969, 1202, 1476](#); A [1973, 448](#); [1975, 1076](#); [1981, 621](#); [1987, 1073](#); [1989, 291, 798](#); [1993, 1392, 1414, 2586](#); [1995, 568](#); [1999, 3415](#); [2003, 380](#); [2005, 21, 72](#); [2009, 397](#); [2011, 2876](#)) — (Substituted in revision for part of NRS 484.013)

NRS 484A.015 “Alley” defined. “Alley” means a highway:

1. Within a city block set apart for public use, vehicular traffic and local convenience.
2. Which primarily services access to the rear entrance of abutting property.
3. Designed for the special accommodation of abutting property, but not a cul-de-sac.

(Added to NRS by [1969, 1476](#)) — (Substituted in revision for NRS 484.015)

NRS 484A.020 “Authorized emergency vehicle” defined. “Authorized emergency vehicle” means a vehicle permitted to depart from certain traffic laws when equipped and operated in the manner provided by law.

(Added to NRS by [1969, 1476](#)) — (Substituted in revision for NRS 484.017)

NRS 484A.025 “Bicycle” defined. “Bicycle” means a device propelled by human power upon which a person may ride, having two tandem wheels either of which is over 14 inches in diameter, or every such device generally recognized as a bicycle though equipped with two front or two rear wheels except a moped.

(Added to NRS by [1969, 1476](#); A [1975, 1077](#)) — (Substituted in revision for NRS 484.019)

NRS 484A.030 “Bus” defined. “Bus” means a vehicle owned by the State, a political subdivision or a private school or nursery, designed for carrying more than 10 passengers and used for the transportation of persons, or a vehicle, other than a taxicab, designed and used for the transportation of persons for compensation.

(Added to NRS by [1969, 1476](#)) — (Substituted in revision for NRS 484.021)

NRS 484A.035 “Bus stand” defined. “Bus stand” means a fixed area in or adjacent to the highway to be occupied exclusively by buses for layover and operating schedules or in receiving or discharging passengers.

(Added to NRS by [1969, 1476](#)) — (Substituted in revision for NRS 484.023)

NRS 484A.040 “Center” and “centerline” defined. “Center” or “centerline” means a continuous or broken line marked upon the surface of a highway by paint or otherwise to indicate each portion of a highway allocated to traffic proceeding in the two opposite directions, and, if a line is not marked, it is an imaginary line in the highway equally distant from the edges or curbs of the highway.

(Added to NRS by [1969, 1477](#)) — (Substituted in revision for NRS 484.029)

NRS 484A.045 “City” defined. “City” means any incorporated city, whether incorporated under general or special law.

(Added to NRS by [1969, 1477](#); A [1987, 1725](#)) — (Substituted in revision for NRS 484.033)

NRS 484A.050 “Combination of vehicles” defined. “Combination of vehicles” means two or more vehicles coupled together.

(Added to NRS by [1969, 1477](#)) — (Substituted in revision for NRS 484.035)

NRS 484A.055 “Commercial vehicle” defined. “Commercial vehicle” means every vehicle designed, maintained or used primarily for the transportation of property in furtherance of commercial enterprise.

(Added to NRS by [1969, 1477](#); A [1973, 448](#)) — (Substituted in revision for NRS 484.037)

NRS 484A.060 “Controlled-access highway” defined. “Controlled-access highway” means every highway to or from which owners or occupants of abutting lands and other persons have no legal right of access except at such points only and in such manner as may be determined by a public authority.

(Added to NRS by [1969, 1477](#)) — (Substituted in revision for NRS 484.041)

NRS 484A.065 “Crosswalk” defined. “Crosswalk” means:

1. That part of a highway at an intersection included within the connections of the lateral lines of the sidewalks on opposite sides of the highway measured from the curbs or, in the absence of curbs, from the edges of the traveled portions of highways; or
2. Any portion of a highway at an intersection or elsewhere distinctly indicated for pedestrian crossing by lines or other markings on the surface.

(Added to NRS by [1969, 1477](#)) — (Substituted in revision for NRS 484.043)

NRS 484A.070 “Divided highway” defined. “Divided highway” means a highway divided into two or more roadways by means of a physical barrier or dividing section, constructed so as to impede the conflict of vehicular traffic traveling in opposite directions.

(Added to NRS by [1973, 447](#)) — (Substituted in revision for NRS 484.048)

NRS 484A.075 “Driveaway-towaway operation” defined. “Driveaway-towaway operation” means any operation in which any motor vehicle, trailer or semitrailer, singly or in combination, new or used, constitutes the commodity being transported, when one set or more of wheels of any such vehicle are on the highway during the course of transportation, whether or not any such vehicle furnishes the motive power.

(Added to NRS by [1969, 1203](#)) — (Substituted in revision for NRS 484.051)

NRS 484A.080 “Driver” defined. “Driver” means every person who drives or is in actual physical control of a vehicle.

(Added to NRS by [1969, 1477](#)) — (Substituted in revision for NRS 484.053)

NRS 484A.085 “Explosives” defined. “Explosives” means any chemical compound or mechanical mixture that is commonly used or intended for the purpose of producing an explosion and which contains any oxidizing and combustible units or other ingredients in such proportions, quantities or packing that an ignition by fire, by friction, by concussion, by percussion or by detonator of any part of the compound or mixture may cause such a sudden generation of highly heated gases that the resultant gaseous pressures are capable of producing destructive effects on contiguous objects or of destroying life or limb.

(Added to NRS by [1969, 1477](#)) — (Substituted in revision for NRS 484.057)

NRS 484A.090 “Funeral procession” defined. “Funeral procession” means a procession of two or more vehicles accompanying a vehicle containing the body of a deceased person.

(Added to NRS by [1985, 944](#)) — (Substituted in revision for NRS 484.064)

NRS 484A.095 “Highway” defined. “Highway” means the entire width between the boundary lines of every way dedicated to a public authority when any part of the way is open to the use of the public for purposes of vehicular traffic, whether or not the public authority is maintaining the way.

(Added to NRS by [1969, 1478](#); A [1981, 1690](#)) — (Substituted in revision for NRS 484.065)

NRS 484A.100 “House trailer” defined. “House trailer” means:

1. A trailer or a semitrailer which is designed, constructed and equipped as a dwelling place, living abode or sleeping place, either permanently or temporarily, and is equipped for use as a conveyance on a highway; or

2. A trailer or semitrailer whose chassis and exterior shell is designed and constructed for use as a house trailer, as defined in subsection 1, but which is used instead permanently or temporarily for the advertising, sales, display or promotion of merchandise or services, or for any other commercial purpose except the transportation of property for hire or the transportation of property for distribution by a private carrier.

(Added to NRS by [1969, 1478](#)) — (Substituted in revision for NRS 484.069)

NRS 484A.105 “Intersection” defined. “Intersection” means:

1. The area embraced within the prolongation or connection of the lateral curb lines, or, if none, then the lateral boundary lines of the roadways of two highways which join one another at, or approximately at, right angles, or the area within which vehicles traveling upon different highways joining at any other angle may come in conflict.

2. Where a highway includes two roadways 30 feet or more apart, then every crossing of each roadway of such divided highway by an intersecting highway shall be regarded as a separate intersection. In the event such intersecting highway also includes two roadways 30 feet or more apart, then every crossing of two roadways of such highways shall be regarded as a separate intersection.

3. The junction of an alley with a street, road or highway shall not constitute an intersection.

(Added to NRS by [1969, 1478](#)) — (Substituted in revision for NRS 484.073)

NRS 484A.110 “Laned highway” defined. “Laned highway” means a highway which is divided into two or more clearly marked lanes for vehicular traffic.

(Added to NRS by [1969, 1478](#)) — (Substituted in revision for NRS 484.075)

NRS 484A.115 “Local authority” defined. “Local authority” means the governing board of a county, city or other political subdivision having authority to enact laws or ordinances or promulgate regulations relating to traffic over a highway.

(Added to NRS by [1969, 1478](#)) — (Substituted in revision for NRS 484.079)

NRS 484A.120 “Manufactured home” defined. “Manufactured home” has the meaning ascribed to it in [NRS 489.113](#).

(Added to NRS by [1989, 798](#)) — (Substituted in revision for NRS 484.0792)

NRS 484A.125 “Moped” defined. “Moped” means a motor-driven scooter, motor-driven cycle or similar vehicle that is propelled by a small engine which produces not more than 2 gross brake horsepower, has a displacement of not more than 50 cubic centimeters or produces not more than 1500 watts final output, and:

1. Is designed to travel on not more than three wheels in contact with the ground but is not a tractor; and

2. Is capable of a maximum speed of not more than 30 miles per hour on a flat surface with not more than 1 percent grade in any direction when the motor is engaged.

↳ The term does not include an electric bicycle.

(Added to NRS by [1975, 1076](#); A [1983, 895](#); [2009, 397](#)) — (Substituted in revision for NRS 484.0798)

NRS 484A.130 “Motor vehicle” defined. “Motor vehicle” means every vehicle which is self-propelled but not operated upon rails.

(Added to NRS by [1969, 1479](#)) — (Substituted in revision for NRS 484.081)

NRS 484A.135 “Motorcycle” defined. “Motorcycle” means every motor vehicle equipped with a seat or saddle for the use of the driver and designed to travel on not more than three wheels in contact with the ground, excluding an electric bicycle, a tractor or a moped.

(Added to NRS by [1969, 1479](#); A [1971, 1472](#); [1975, 1077](#); [2009, 398](#)) — (Substituted in revision for NRS 484.083)

NRS 484A.140 “Nonresident” defined. “Nonresident” means every person who is not a resident of this State.

(Added to NRS by [1969, 1479](#)) — (Substituted in revision for NRS 484.085)

NRS 484A.145 “Official traffic-control device” defined. “Official traffic-control device” means every sign, signal, marking and device not inconsistent with [chapters 484A](#) to [484E](#), inclusive, of NRS or prohibited by law, placed or erected by a public authority or railroad for the purpose of regulating, warning or guiding traffic.

(Added to NRS by [1969, 1479](#); A [1973, 448](#)) — (Substituted in revision for NRS 484.089)

NRS 484A.147 “Original equipment manufacturer” defined. [Effective through December 31, 2017.] “Original equipment manufacturer” means the original manufacturer of a new vehicle or engine, or relating to the vehicle or engine in its original, certified configuration.

(Added to NRS by [2011, 2874](#))

NRS 484A.150 “Owner” defined. “Owner” means a person who holds the legal title to a vehicle. The term includes a conditional vendee or lessee, in the event a vehicle is the subject of an agreement for the conditional sale or lease thereof, with or without the right of purchase upon performance of the conditions stated in the agreement and with an immediate right of possession vested in the conditional vendee or lessee. The term also includes a mortgagor, in the event of a mortgage of the vehicle, when the mortgagor of a vehicle is entitled to possession.

(Added to NRS by [1969, 1479](#); A [1973, 448](#)) — (Substituted in revision for NRS 484.091)

NRS 484A.155 “Park” and “parking” defined. “Park” or “parking” means the standing of a vehicle, whether occupied or not, otherwise than temporarily for the purpose of and while actually engaged in loading or unloading of merchandise or passengers.

(Added to NRS by [1969, 1479](#)) — (Substituted in revision for NRS 484.097)

NRS 484A.160 “Passenger car” defined. “Passenger car” means every motor vehicle, except motorcycles and motor-driven cycles, designed for carrying 10 passengers or less and used for the transportation of persons.

(Added to NRS by [1969, 1203](#); A [2009, 398](#)) — (Substituted in revision for NRS 484.101)

NRS 484A.165 “Pedestrian” defined. “Pedestrian” means a person afoot, a person in a manual or motorized wheelchair, or a person on an electric personal assistive mobility device as defined in [NRS 482.029](#).

(Added to NRS by [1969, 1479](#); A [2003, 1206](#)) — (Substituted in revision for NRS 484.111)

NRS 484A.170 “Person with a disability which limits or impairs the ability to walk” defined. “Person with a disability which limits or impairs the ability to walk” has the meaning ascribed to it in [NRS 482.3835](#).

(Added to NRS by [1993, 1392](#)) — (Substituted in revision for NRS 484.112)

NRS 484A.175 “Pole trailer” defined. “Pole trailer” means every vehicle without motive power designed to be drawn by another vehicle and attached to the towing vehicle by means of a reach or pole, or by being boomed or otherwise secured to the towing vehicle, and ordinarily used for transporting long or irregularly shaped loads such as poles, pipes or structural members capable, generally, of sustaining themselves as beams between the supporting connections.

(Added to NRS by [1969, 1203](#)) — (Substituted in revision for NRS 484.116)

NRS 484A.180 “Police officer” defined. “Police officer” means every officer authorized to direct or regulate traffic or to make arrests for violations of traffic laws, ordinances or regulations.

(Added to NRS by [1969, 1479](#)) — (Substituted in revision for NRS 484.118)

NRS 484A.185 “Premises to which the public has access” defined.

1. “Premises to which the public has access” means property in private or public ownership onto which members of the public regularly enter, are reasonably likely to enter, or are invited or permitted to enter as invitees or licensees, whether or not access to the property by some members of the public is restricted or controlled by a person or a device.

2. The term includes, but is not limited to:

(a) A parking deck, parking garage or other parking structure.

(b) A paved or unpaved parking lot or other paved or unpaved area where vehicles are parked or are reasonably likely to be parked.

(c) A way that provides access to or is appurtenant to:

(1) A place of business;

(2) A governmental building;

(3) An apartment building;

(4) A mobile home park;

(5) A residential area or residential community which is gated or enclosed or the access to which is restricted or controlled by a person or a device; or

(6) Any other similar area, community, building or structure.

3. The term does not include:

(a) A private way on a farm.

(b) The driveway of an individual dwelling.

(Added to NRS by [1983, 1065](#); A [1997, 325](#)) — (Substituted in revision for NRS 484.122)

NRS 484A.190 “Private way” and “driveway” defined. “Private way” or “driveway” means every way or place in private ownership and used for vehicular travel by the owner and those having express or implied permission from the owner, but not by other persons.

(Added to NRS by [1969, 1479](#)) — (Substituted in revision for NRS 484.124)

NRS 484A.195 “Public authority” defined. “Public authority” means the Department of Transportation or the local authority having jurisdiction to enact laws or ordinances or adopt regulations relating to traffic over a highway.

(Added to NRS by [1969, 1479](#); A [1979, 1801](#)) — (Substituted in revision for NRS 484.126)

NRS 484A.196 “Qualified alternative fuel” defined. [Effective through December 31, 2017.] “Qualified alternative fuel” means compressed natural gas, hydrogen or propane.

(Added to NRS by [2011, 2874](#))

NRS 484A.197 “Qualified alternative fuel vehicle” defined. [Effective through December 31, 2017.] “Qualified alternative fuel vehicle” means a motor vehicle that:

1. Is equipped with four wheels;
 2. Is made by:
 - (a) An original equipment manufacturer; or
 - (b) A qualified vehicle modifier of alternative fuel vehicles;
 3. Is manufactured primarily for use on public streets, roads and highways;
 4. Has a manufacturer's gross vehicle weight rating of less than 8,500 pounds;
 5. Can maintain a maximum rate of speed of at least 70 miles per hour; and
 6. Is propelled:
 - (a) To a significant extent by an electric motor which draws electricity from a battery that:
 - (1) Has a capacity of not less than 4 kilowatt hours; and
 - (2) Can be recharged from a source of electricity that is external to the vehicle; or
 - (b) Solely by a qualified alternative fuel, and meets or exceeds the federal Tier 2 bin 2 exhaust emission standard, as set forth in 40 C.F.R. § 86.1811-04.
- (Added to NRS by [2011, 2874](#))

NRS 484A.198 “Qualified vehicle modifier of alternative fuel vehicles” defined. [Effective through December 31, 2017.] “Qualified vehicle modifier of alternative fuel vehicles” means a manufacturer directly authorized by an original equipment manufacturer to modify a vehicle produced by an original equipment manufacturer to run on a qualified alternative fuel.

(Added to NRS by [2011, 2875](#))

NRS 484A.200 “Railroad” defined. “Railroad” means a carrier of persons or property upon cars, other than streetcars, operated upon stationary rails.

(Added to NRS by [1969, 1480](#)) — (Substituted in revision for NRS 484.128)

NRS 484A.205 “Regulatory agency” defined. “Regulatory agency” means any of the agencies granted police or enforcement powers under the provisions of subsection 1 of [NRS 289.250](#), [NRS 289.260](#), subsection 2 of [NRS 289.270](#), [NRS 289.280](#), subsection 3 of [NRS 289.290](#) or [NRS 289.320](#), [289.340](#), [407.065](#), [472.040](#), [481.048](#), [501.349](#), [565.155](#) or [706.8821](#).

(Added to NRS by [1985, 25](#); A [1985, 2002](#); [1993, 2540](#); [2003, 2166](#); [2005, 677](#); [2011, 727](#)) — (Substituted in revision for NRS 484.1345)

NRS 484A.210 “Right-of-way” defined. “Right-of-way” means the right of one vehicle or pedestrian to proceed in a lawful manner in preference to another vehicle or pedestrian approaching under such circumstances of direction, speed and proximity as to give rise to the danger of a crash unless one grants precedence to the other.

(Added to NRS by [1969, 1480](#); A [2015, 1634](#)) — (Substituted in revision for NRS 484.141)

NRS 484A.215 “Road” defined. “Road” means the entire width between the boundary lines of every highway outside the territorial limits of a city and open to the use of the public for purposes of vehicular traffic.

(Added to NRS by [1969, 1480](#)) — (Substituted in revision for NRS 484.144)

NRS 484A.220 “Roadway” defined. “Roadway” means that portion of a highway which is improved and ordinarily used for vehicular traffic, exclusive of the shoulder.

(Added to NRS by [1973, 448](#)) — (Substituted in revision for NRS 484.145)

NRS 484A.225 “Rural area” defined. “Rural area” means the area of the State which is not included within an urban area.

(Added to NRS by [1973, 448](#)) — (Substituted in revision for NRS 484.1455)

NRS 484A.230 “School bus” defined.

1. “School bus” means every motor vehicle owned by or under the control of a public or governmental agency or a private school and regularly operated for the transportation of children to or from school or a school activity or privately owned and regularly operated for compensation for the transportation of children to or from school or a school activity.
2. “School bus” does not include a passenger car operated under a contract to transport children to and from school, a common carrier or commercial vehicle under the jurisdiction of the Surface Transportation Board or the Nevada Transportation Authority when such vehicle is operated in the regular conduct of its business in interstate or intrastate commerce within the State of Nevada.

(Added to NRS by [1969, 1480](#); A [1997, 1619](#), [2007](#)) — (Substituted in revision for NRS 484.148)

NRS 484A.235 “Semitrailer” defined. “Semitrailer” means every vehicle so designed and used in conjunction with a motor vehicle that some part of its own weight and that of its own load rests upon or is carried by another vehicle, except a pole trailer.

(Added to NRS by [1969, 1480](#)) — (Substituted in revision for NRS 484.168)

NRS 484A.240 “Sidewalk” defined. “Sidewalk” means that portion of a highway between the curb lines or the lateral lines of a highway and the adjacent property lines intended for the use of pedestrians.

(Added to NRS by [1969, 1481](#)) — (Substituted in revision for NRS 484.171)

NRS 484A.245 “Special mobile equipment” defined.

1. “Special mobile equipment” means every motor vehicle not designed or used primarily for the transportation of persons or property and only incidentally operated or moved upon a highway, including, but not limited to, scoomobiles, forklifts, ditch-digging apparatus, well-boring apparatus and road construction and maintenance machinery such as asphalt graders, bituminous mixers, bucket loaders, tractors other than truck-tractors, leveling graders, finishing machines, motor graders, road rollers, scarifiers, earth-moving carryalls and scrapers, power shovels and draglines, and earth-moving equipment.
2. “Special mobile equipment” does not include house trailers, dump trucks, truck-mounted transit mixers, concrete pumpers, cranes or drill rigs with highway-rated tires or other vehicles designed for the transportation of persons or property to which machinery has been attached.

3. The Director may make the final determination as to whether a vehicle not specifically enumerated in subsection 1 or 2 falls within this definition.

4. The Department shall, by regulation, define “incidentally operated or moved upon a highway” for purposes of this section. (Added to NRS by [1969, 1203](#); A [1973, 448](#); [2007, 230](#)) — (Substituted in revision for NRS 484.173)

NRS 484A.250 “Stand” and “standing” defined. “Stand” or “standing” means the halting of a vehicle, whether occupied or not, otherwise than for the purpose of and while actually engaged in receiving or discharging passengers. (Added to NRS by [1969, 1481](#)) — (Substituted in revision for NRS 484.183)

NRS 484A.255 “Stop” defined. “Stop,” when required, means complete cessation from movement. (Added to NRS by [1969, 1481](#)) — (Substituted in revision for NRS 484.185)

NRS 484A.260 “Stop” and “stopping” defined. “Stop” or “stopping” means, when prohibited, any halting, even momentarily, of a vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or official traffic-control device. (Added to NRS by [1969, 1481](#)) — (Substituted in revision for NRS 484.187)

NRS 484A.265 “Street” defined. “Street” means the entire width between the boundary lines of every highway inside the territorial limits of a city when any part of such highway is open to the use of the public for purposes of vehicular traffic. (Added to NRS by [1969, 1481](#)) — (Substituted in revision for NRS 484.189)

NRS 484A.270 “Taxicab” defined. “Taxicab” means a motor vehicle designed or constructed to accommodate and transport not more than six passengers, including the driver, and used to transport passengers for a charge or fee. (Added to NRS by [1969, 1481](#)) — (Substituted in revision for NRS 484.191)

NRS 484A.275 “Through highway” defined. “Through highway” means every highway or portion thereof on which vehicular traffic is given the right-of-way, and at the entrances to which vehicular traffic from intersecting highways is required by law to yield right-of-way to vehicles on such through highway in obedience to either an authorized stop sign or a yield sign, or other official traffic-control device. (Added to NRS by [1969, 1481](#)) — (Substituted in revision for NRS 484.199)

NRS 484A.280 “Tow car” defined. “Tow car” means a motor vehicle which has been altered or designed and equipped for and exclusively used in the business of towing vehicles by means of a crane, hoist, tow bar, towline or dolly, or is otherwise exclusively used to render assistance to other vehicles. (Added to NRS by [1969, 1481](#)) — (Substituted in revision for NRS 484.201)

NRS 484A.285 “Traffic” defined. “Traffic” means pedestrians, ridden or herded animals, vehicles and other conveyances either singly or together using any highway for purposes of travel. (Added to NRS by [1969, 1481](#)) — (Substituted in revision for NRS 484.203)

NRS 484A.290 “Traffic-control signal” defined. “Traffic-control signal” means any official traffic-control device, whether manually, electrically or mechanically operated, placed or erected by a public authority or railroad, by which traffic is alternately directed to stop or proceed. (Added to NRS by [1969, 1481](#); A [1973, 449](#)) — (Substituted in revision for NRS 484.205)

NRS 484A.295 “Trailer” defined. “Trailer” means every vehicle designed to be drawn by a motor vehicle and so constructed that no part of its weight rests upon the towing vehicle, except a pole trailer. (Added to NRS by [1969, 1481](#)) — (Substituted in revision for NRS 484.207)

NRS 484A.300 “Traveled portion of highway” defined. “Traveled portion of highway” means that portion of a highway improved, designed or ordinarily used for vehicular traffic, exclusive of the berm or shoulder. (Added to NRS by [1969, 1481](#)) — (Substituted in revision for NRS 484.209)

NRS 484A.305 “Truck” defined. “Truck” means every motor vehicle which is used for the transportation or delivery of goods with a body built and designed for that purpose. (Added to NRS by [1969, 1481](#)) — (Substituted in revision for NRS 484.211)

NRS 484A.310 “Truck-tractor” defined. “Truck-tractor” means every motor vehicle designed and used primarily for drawing other vehicles and not so constructed as to carry a load other than the part of the weight of the vehicle and load so drawn. (Added to NRS by [1969, 1203](#)) — (Substituted in revision for NRS 484.213)

NRS 484A.315 “Urban area” defined. “Urban area” means the area encompassed within the city limits of a city whose population is 15,000 or more. (Added to NRS by [1973, 448](#); A [1979, 555](#); [1989, 1931](#); [2011, 1289](#)) — (Substituted in revision for NRS 484.215)

NRS 484A.320 “Vehicle” defined. “Vehicle” means every device in, upon or by which any person or property is or may be transported or drawn upon a highway, except:

1. Devices moved by human power or used exclusively upon stationary rails; and
2. Electric personal assistive mobility devices as defined in [NRS 482.029](#).

(Added to NRS by [1969, 1482](#); A [2003, 1206](#)) — (Substituted in revision for NRS 484.217)

POWERS OF STATE AND LOCAL AUTHORITIES

NRS 484A.400 Provisions uniform throughout State; local authority prohibited from enacting certain ordinances; trial for same offense prohibited.

1. The provisions of [chapters 484A to 484E](#), inclusive, of NRS are applicable and uniform throughout this State on all highways to which the public has a right of access or to which persons have access as invitees or licensees.

2. Except as otherwise provided in subsection 3 and unless otherwise provided by specific statute, any local authority may enact by ordinance traffic regulations which cover the same subject matter as the various sections of [chapters 484A to 484E](#), inclusive, of NRS if the provisions of the ordinance are not in conflict with [chapters 484A to 484E](#), inclusive, of NRS, or regulations adopted pursuant thereto. It may also enact by ordinance regulations requiring the registration and licensing of bicycles.

3. A local authority shall not enact an ordinance:

(a) Governing the registration of vehicles and the licensing of drivers;

(b) Governing the duties and obligations of persons involved in traffic crashes, other than the duties to stop, render aid and provide necessary information;

(c) Providing a penalty for an offense for which the penalty prescribed by [chapters 484A to 484E](#), inclusive, of NRS is greater than that imposed for a misdemeanor; or

(d) Requiring a permit for a vehicle, or to operate a vehicle, on a highway in this State.

4. No person convicted or adjudged guilty or guilty but mentally ill of a violation of a traffic ordinance may be charged or tried in any other court in this State for the same offense.

(Added to NRS by [1969, 1482](#); A [1971, 22](#); [1973, 406](#); [1983, 1079](#); [2007, 1458](#), [2735](#); [2015, 1634](#)) — (Substituted in revision for NRS 484.777)

NRS 484A.410 City or county may adopt penalties for certain violations of driving under influence of alcohol or prohibited substance; person convicted of violation of city or county ordinance subject to other provisions of law for such violation.

1. The governing body of each city or county may enact an ordinance adopting the penalties set forth for misdemeanors in [NRS 484C.400](#) for similar offenses under city or county ordinance.

2. A person convicted of a violation of an ordinance enacted by the governing body of a city or county that prohibits the same or similar conduct as set forth in [NRS 484C.110](#) or [484C.120](#) is subject to each provision of law that applies to a person convicted of a violation of [NRS 484C.110](#) or [484C.120](#), including, without limitation, the revocation of the license, permit or privilege to drive of the person pursuant to [NRS 483.460](#).

(Added to NRS by [1981, 1928](#); A [1989, 598](#); [2013, 93](#)) — (Substituted in revision for NRS 484.778)

NRS 484A.420 Powers of local authority.

1. Except as otherwise provided in subsection 3, a local authority may adopt, by ordinance, regulations with respect to highways under its jurisdiction within the reasonable exercise of the police power:

(a) Regulating or prohibiting processions or assemblages on the highways.

(b) Designating particular highways as one-way highways and requiring that all vehicles thereon be moved in one specific direction.

(c) Designating any highway as a through highway, requiring that all vehicles stop before entering or crossing the highway, or designating any intersection as a stop or a yield intersection and requiring all vehicles to stop or yield at one or more entrances to the intersection.

(d) Designating truck, bicycle and electric bicycle routes.

(e) Adopting such other traffic regulations related to specific highways as are expressly authorized by [chapters 484A to 484E](#), inclusive, of NRS.

2. An ordinance relating to traffic control enacted under this section is not effective until official devices for traffic control giving notice of those local traffic regulations are posted upon or at the entrances to the highway or part thereof affected as is most appropriate.

3. An ordinance enacted under this section is not effective with respect to:

(a) Highways constructed and maintained by the Department of Transportation under the authority granted by [chapter 408](#) of NRS; or

(b) Alternative routes for the transport of radioactive, chemical or other hazardous materials which are governed by regulations of the United States Department of Transportation,

until the ordinance has been approved by the Board of Directors of the Department of Transportation.

4. As used in this section, "hazardous material" has the meaning ascribed to it in [NRS 459.7024](#).

(Added to NRS by [1969, 1488](#); A [1979, 1813](#); [1981, 234](#); [1983, 1079](#); [1987, 1757](#); [1989, 1313](#); [1993, 850](#); [2009, 402](#)) — (Substituted in revision for NRS 484.779)

NRS 484A.430 Adoption of manual and specifications for devices for control of traffic by Department of Transportation.

1. The Department of Transportation shall adopt a manual and specifications for a uniform system of official traffic-control devices consistent with the provisions of [chapters 484A to 484E](#), inclusive, of NRS for use upon highways within this State. The uniform system must correlate with and so far as possible conform to the system then current and approved by the American Association of State Highway Officials and the National Joint Committee on Uniform Traffic Control Devices.

2. All devices used by local authorities or the Department of Transportation must conform with the manual and specifications adopted by the Department.

(Added to NRS by [1969, 1488](#); A [1979, 1814](#)) — (Substituted in revision for NRS 484.781)

NRS 484A.440 Local device for control of traffic.

1. Except as provided in subsection 2, local authorities shall place and maintain such official traffic-control devices upon highways under their jurisdiction as are determined necessary to indicate and to carry out the provisions of [chapters 484A to 484E](#), inclusive, of NRS and to regulate, warn or guide traffic.

2. No traffic-control device may be placed by a local authority on a highway constructed and maintained by the Department of Transportation under the authority granted by [chapter 408](#) of NRS without prior approval by the Department.

(Added to NRS by [1969, 1488](#); A [1979, 1814](#)) — (Substituted in revision for NRS 484.783)

NRS 484A.450 Designation of through highways and intersections requiring stop or yield; vehicle entering intersection.

1. The Department of Transportation and local authorities, with reference to highways under their respective jurisdictions, may designate through highways and erect official traffic-control devices in the form of stop signs or yield signs at specified entrances thereto, or may designate any intersection as a stop intersection or as a yield intersection and erect stop signs or yield signs at one or more entrances to such an intersection.

2. Every driver of a vehicle approaching a stop intersection indicated by a stop sign shall stop before entering the crosswalk on the near side of the intersection or, if there is no crosswalk, shall stop at a clearly marked stop line, or if none, then at the point nearest the intersecting highway where the driver has a view of approaching traffic on the intersecting highway before entering the intersection.

3. The driver of a vehicle approaching a yield sign if required for safety to stop shall stop before entering the crosswalk on the nearest side of the intersection or, if there is no crosswalk, at a clearly marked stop line, or if none, then at the point nearest the intersecting highway where the driver has a view of approaching traffic on the intersecting highway.

(Added to NRS by [1969, 1496](#); A [1979, 1814](#)) — (Substituted in revision for NRS 484.785)

NRS 484A.460 Authority of Department of Transportation to designate carpool lanes; duties of Department of Transportation; regulations.

1. The Department of Transportation, with respect to highways under its jurisdiction, may designate a lane on a highway for the preferential or exclusive use of high-occupancy vehicles.

2. The Department of Transportation shall, for each lane that it designates pursuant to this section for the use of high-occupancy vehicles:

(a) Determine the conditions for use of the lane, including, without limitation:

- (1) The number of occupants required per vehicle; and
- (2) The hours of the day that the use of the lane is restricted.

(b) Place and maintain signs and other official traffic-control devices that:

- (1) Identify the lane as designated for the use of high-occupancy vehicles; and
- (2) Advise operators of vehicles of the required conditions for the use of the lane.

3. The Department of Transportation may adopt regulations necessary to carry out the provisions of this section.

4. As used in this section, “high-occupancy vehicle” means:

- (a) A vehicle that is transporting more than one person;
- (b) A motorcycle, regardless of the number of passengers;
- (c) A bus, regardless of the number of passengers; and
- (d) Any other vehicle designated by regulation.

(Added to NRS by [2005, 72](#)) — (Substituted in revision for part of NRS 484.312)

NRS 484A.463 Authority of Department of Transportation to adopt regulations to allow certain low emission and energy-efficient vehicles to be operated in lane designated for high-occupancy vehicles. [Effective through December 31, 2017.]

1. To the extent not inconsistent with federal law, the Department of Transportation may, in consultation with the Federal Highway Administration and the United States Environmental Protection Agency, adopt regulations establishing a program to allow a vehicle that is certified by the Administrator of the United States Environmental Protection Agency as a low emission and energy-efficient vehicle to be operated in a lane that is designated for the use of high-occupancy vehicles pursuant to [NRS 484A.460](#).

2. As used in this section, “low emission and energy-efficient vehicle” has the meaning ascribed to it in 23 U.S.C. § 166(f)(3). The term includes, without limitation, a qualified alternative fuel vehicle.

(Added to NRS by [2009, 84](#); A [2011, 2876, 2877](#))

NRS 484A.463 Authority of Department of Transportation to adopt regulations to allow certain low emission and energy-efficient vehicles to be operated in lane designated for high-occupancy vehicles. [Effective January 1, 2018.]

1. To the extent not inconsistent with federal law, the Department of Transportation may, in consultation with the Federal Highway Administration and the United States Environmental Protection Agency, adopt regulations establishing a program to allow a vehicle that is certified by the Administrator of the United States Environmental Protection Agency as a low emission and energy-efficient vehicle to be operated in a lane that is designated for the use of high-occupancy vehicles pursuant to [NRS 484A.460](#).

2. As used in this section, “low emission and energy-efficient vehicle” has the meaning ascribed to it in 23 U.S.C. § 166(f)(3).

(Added to NRS by [2009, 84](#); A [2011, 2876, 2877](#), effective January 1, 2018)

NRS 484A.467 County or city authorized to adopt ordinance to allow low emission and energy-efficient vehicles to travel in designated lane in planned community.

1. A county or city may adopt an ordinance to allow low emission and energy-efficient vehicles to travel in a designated lane on streets within a planned community.

2. As used in this section:

(a) “Low emission and energy-efficient vehicle” has the meaning ascribed to it in 23 U.S.C. § 166(f)(3) except that the term includes golf carts.

(b) “Planned community” has the meaning ascribed to it in [NRS 116.075](#).

(Added to NRS by [2009, 85](#))

NRS 484A.468 Parking program for qualified alternative fuel vehicles: Requirements for establishment by local authorities; fee authorized; authorization for participating qualified vehicle to stop, stand or park without payment; exceptions. [Effective through December 31, 2017.]

1. Except as otherwise provided in subsection 6, a local authority that has within its jurisdiction a public metered parking zone, parking lot or parking area for the use of which a fee is charged, shall by ordinance establish a parking program for qualified alternative fuel vehicles pursuant to this section.

2. Upon the application of the owner or long-term lessee of a qualified alternative fuel vehicle, the local authority or its designee shall issue to the owner or long-term lessee a distinctive decal, label or other identifier that clearly distinguishes the qualified alternative fuel vehicle from other vehicles.

3. The board of county commissioners or the governing body of the city may charge a fee for the distinctive decal, label or other identifier issued pursuant to subsection 2 in an amount not to exceed \$10 annually.

4. Except as otherwise provided in subsection 5, the driver of a qualified alternative fuel vehicle displaying the distinctive decal, label or other identifier issued pursuant to subsection 2 may:

(a) Stop, stand or park the qualified alternative fuel vehicle in any public metered parking zone within the jurisdiction of the local authority without depositing a coin of United States currency of the designated denomination, or making payment using another acceptable method of payment, in the applicable parking meter; and

(b) Stop, stand or park the qualified alternative fuel vehicle in any public parking lot or parking area within the jurisdiction of the local authority without paying a parking fee.

5. In addition to the requirements set forth in this section, the local authority may by ordinance establish such other requirements as it determines necessary for the parking program for qualified alternative fuel vehicles, including, without limitation:

(a) Requiring that the driver of a qualified alternative fuel vehicle comply with any limits on the amount of time for stopping, standing or parking imposed on other drivers; and

(b) Requiring that the driver of a qualified alternative fuel vehicle pay applicable parking fees during certain special events or activities designated by the local authority, regardless of whether the vehicle displays a distinctive decal, label or other identifier issued pursuant to subsection 2.

6. The provisions of this section do not apply to any public metered parking zone, parking lot or parking area of an airport.

(Added to NRS by [2011, 2875](#))

NRS 484A.470 Authority of Department to adopt regulations concerning special mobile equipment. The Department may adopt regulations relating to the administration and enforcement of provisions in [chapters 484A](#) to [484E](#), inclusive, of NRS pertaining to special mobile equipment as defined in [NRS 484A.245](#).

(Added to NRS by [2007, 230](#)) — (Substituted in revision for NRS 484.7777)

NRS 484A.480 Designation of authorized emergency vehicles; equipment; limitations on use of warning devices.

1. Except as otherwise provided in [NRS 484A.490](#), authorized emergency vehicles are vehicles publicly owned and operated in the performance of the duty of:

(a) A police or fire department.

(b) A sheriff's office.

(c) The Capitol Police Division, the Investigation Division, the Nevada Highway Patrol Division, the State Fire Marshal Division, the Training Division and the Office of the Director of the Department of Public Safety.

(d) The Division of Forestry of the State Department of Conservation and Natural Resources in responding to a fire.

(e) The Section for the Control of Emissions From Vehicles and the Enforcement of Matters Related to the Use of Special Fuel in the Department of Motor Vehicles.

(f) A public ambulance agency.

(g) A public lifeguard or lifesaving agency.

2. A vehicle publicly maintained in whole or in part by the State, or by a city or county, and privately owned and operated by a regularly salaried member of a police department, sheriff's office or traffic law enforcement department, is an authorized emergency vehicle if:

(a) The vehicle has a permit, pursuant to [NRS 484A.490](#), from the Department of Public Safety;

(b) The person operates the vehicle in responding to emergency calls or fire alarms, or at the request of the Nevada Highway Patrol or in the pursuit of actual or suspected violators of the law; and

(c) The State, county or city does not furnish a publicly owned vehicle for the purposes stated in paragraph (b).

3. Every authorized emergency vehicle must be equipped with at least one flashing red warning lamp visible from the front and a siren for use as provided in [chapters 484A](#) to [484E](#), inclusive, of NRS, which lamp and siren must be in compliance with standards approved by the Department of Public Safety. In addition, an authorized emergency vehicle may display revolving, flashing or steady red or blue warning lights to the front, sides or rear of the vehicle.

4. An authorized emergency vehicle may be equipped with a system or device that causes the upper-beam headlamps of the vehicle to continue to flash alternately while the system or device is activated. The driver of a vehicle that is so equipped may use the system or device when responding to an emergency call or fire alarm, while escorting a funeral procession, or when in pursuit of an actual or suspected violator of the law. As used in this subsection, "upper-beam headlamp" means a headlamp or that part of a headlamp which projects a distribution of light or composite beam meeting the requirements of subsection 1 of [NRS 484D.210](#).

5. Except as otherwise provided in subsection 4, a person shall not operate a motor vehicle with any system or device that causes the headlamps of the vehicle to continue to flash alternately or simultaneously while the system or device is activated. This subsection does not prohibit the operation of a motorcycle equipped with any system or device that modulates the intensity of light produced by the headlamp of the motorcycle, if the system or device is used only during daylight hours and conforms to the requirements of 49 C.F.R. § 571.108.

6. A person shall not operate a vehicle with any lamp or device displaying a red light visible from directly in front of the center of the vehicle except an authorized emergency vehicle, a school bus or an official vehicle of a regulatory agency.

7. A person shall not operate a vehicle with any lamp or device displaying a blue light, except a motorcycle pursuant to [NRS 486.261](#) or an authorized emergency vehicle.

(Added to NRS by [1969, 1505](#); A [1975, 320](#); [1979, 1814](#); [1985, 26, 341](#), [1956](#); [1989, 1132](#); [2003, 402](#); [2011, 343](#)) — (Substituted in revision for NRS 484.787)

NRS 484A.490 Permit for authorized emergency vehicle issued to other vehicles; certain vehicles not considered emergency vehicles.

1. The Department of Public Safety may issue permits for authorized emergency vehicles to vehicles required to be operated primarily for the immediate preservation of life or property or for the apprehension of violators of the law. The permits must not be issued to vehicles when there are available comparable services provided by agencies referred to in [NRS 484A.480](#).

2. The issuance of the permits to vehicles under this section must be limited to:

(a) Agencies designated in [NRS 484A.480](#);

(b) Vehicles owned or operated by an agency of the United States engaged primarily in law enforcement work;

(c) Ambulances designed and operated exclusively as such; and

(d) Supervisory vehicles which are:

- (1) Marked and used to coordinate and direct the response of ambulances to emergencies;
- (2) Privately owned by a person licensed to operate an ambulance; and
- (3) Operated under contract with a local governmental agency and at the request of its law enforcement agency or fire department.

3. The following are not emergency vehicles and must not be permitted to operate as such:

- (a) Tow cars;
- (b) Vehicles used by public utilities;
- (c) Vehicles used in merchant patrols;
- (d) Vehicles used in private escort service;
- (e) Privately owned vehicles of volunteer firefighters;
- (f) Privately owned vehicles of reserve members of a police department or a sheriff's office; and
- (g) Vehicles of private detectives.

(Added to NRS by [1969, 1505](#); A [1985, 1957](#); [1987, 912](#); [2005, 316](#); [2011, 344](#)) — (Substituted in revision for NRS 484.789)

CITATIONS AND ARRESTS FOR VIOLATIONS OF TRAFFIC LAWS

Citations

NRS 484A.600 Use by governmental entity or agent of photographic, video or digital equipment to gather evidence for issuance of traffic citation. A governmental entity and any agent thereof shall not use photographic, video or digital equipment for gathering evidence to be used for the issuance of a traffic citation for a violation of [chapters 484A](#) to [484E](#), inclusive, of NRS unless the equipment is held in the hand or installed temporarily or permanently within a vehicle or facility of a law enforcement agency.

(Added to NRS by [1999, 3278](#)) — (Substituted in revision for NRS 484.910)

NRS 484A.610 Issuance of forms for traffic citations; records.

1. Every traffic enforcement agency in this State shall provide in appropriate form traffic citations containing notices to appear which must meet the requirements of [chapters 484A](#) to [484E](#), inclusive, of NRS and be:

- (a) Issued in books; or
- (b) Available through an electronic device used to prepare citations.

2. The chief administrative officer of each traffic enforcement agency is responsible for the issuance of such books and electronic devices and shall maintain a record of each book, each electronic device and each citation contained therein issued to individual members of the traffic enforcement agency and volunteers of the traffic enforcement agency appointed pursuant to [NRS 484B.470](#). The chief administrative officer shall require and retain a receipt for every book and electronic device that is issued.

(Added to NRS by [1967, 1213](#); A [1991, 15](#); [1999, 1148](#)) — (Substituted in revision for NRS 484.811)

NRS 484A.620 Copy of citation deemed lawful complaint. If the form of citation:

1. Includes information whose truthfulness is attested as required for a complaint charging commission of the offense alleged in the citation to have been committed; or

2. Is prepared electronically,

then the citation when filed with a court of competent jurisdiction shall be deemed to be a lawful complaint for the purpose of prosecution pursuant to [chapters 484A](#) to [484E](#), inclusive, of NRS.

(Added to NRS by [1967, 1213](#); A [1983, 446](#); [1999, 1149](#)) — (Substituted in revision for NRS 484.817)

NRS 484A.630 Citation: Contents; 5-day notice to appear in court; written promise to appear.

1. Whenever a person is halted by a peace officer for any violation of [chapters 484A](#) to [484E](#), inclusive, of NRS punishable as a misdemeanor and is not taken before a magistrate as required or permitted by [NRS 484A.720](#) and [484A.730](#), the peace officer may prepare a traffic citation manually or electronically in the form of a complaint issuing in the name of "The State of Nevada," containing a notice to appear in court, the name and address of the person, the state registration number of the person's vehicle, if any, the number of the person's driver's license, if any, the offense charged, including a brief description of the offense and the NRS citation, the time and place when and where the person is required to appear in court, and such other pertinent information as may be necessary. The citation must be signed by the peace officer. If the citation is prepared electronically, the officer shall sign the copy of the citation that is delivered to the person charged with the violation.

2. The time specified in the notice to appear must be at least 5 days after the alleged violation unless the person charged with the violation demands an earlier hearing.

3. The place specified in the notice to appear must be before a magistrate, as designated in [NRS 484A.750](#).

4. The person charged with the violation may give his or her written promise to appear in court by signing at least one copy of the traffic citation prepared by the peace officer, in which event the peace officer shall deliver a copy of the citation to the person, and thereupon the peace officer shall not take the person into physical custody for the violation. If the citation is prepared electronically, the officer shall deliver the signed copy of the citation to the person and shall indicate on the electronic record of the citation whether the person charged gave his or her written promise to appear. A copy of the citation that is signed by the person charged or the electronic record of the citation which indicates that the person charged gave his or her written promise to appear suffices as proof of service.

(Added to NRS by [1967, 1211](#); A [1975, 142](#); [1991, 15](#); [1999, 1146](#)) — (Substituted in revision for NRS 484.799)

NRS 484A.640 Matching of certain information before officer issues citation or makes arrest; when officer may arrest driver for prior offense.

1. Except for a citation issued pursuant to [NRS 484A.700](#), whenever a police officer makes an arrest or issues a citation to a person for any violation of [chapters 484A](#) to [484E](#), inclusive, of NRS, the police officer shall record the name as given by that person, the number of the person's driver's license and a brief description of the person's physical appearance. This information must be maintained in a record for offenses kept at the traffic enforcement agency which employs that officer.

2. Whenever a police officer stops a driver of a motor vehicle for any violation of [chapters 484A](#) to [484E](#), inclusive, of NRS and requests information from a traffic enforcement agency concerning that person's record of prior offenses, the police officer shall compare not only the driver's name but also the number of his or her driver's license and physical description with any information obtained from the agency as a result of the request. If the information received from the agency indicates that the

driver's name is on an outstanding warrant for a prior offense, the officer shall not arrest the driver for that prior offense unless the additional information used for comparison also connects the driver with that prior offense.

(Added to NRS by [1985, 1160](#)) — (Substituted in revision for NRS 484.800)

NRS 484A.650 Officer to demand proof of insurance; citation for operation of vehicle without insurance or for failure to present proof of insurance.

1. Whenever the driver of a vehicle is stopped by a peace officer for violating a provision of [chapters 484A to 484E](#), inclusive, of NRS, except for violating a provision of [NRS 484B.440 to 484B.523](#), inclusive, the officer shall demand proof of the insurance required by [NRS 485.185](#) or [490.0825](#) and issue a citation as provided in [NRS 484A.630](#) if the officer has probable cause to believe that the driver of the vehicle is in violation of [NRS 485.187](#) or subsection 4 of [NRS 490.520](#). If the driver of the vehicle is not the owner, a citation must also be issued to the owner, and in such a case the driver:

- (a) May sign the citation on behalf of the owner; and
- (b) Shall notify the owner of the citation within 3 days after it is issued.

➤ The agency which employs the peace officer shall immediately forward a copy of the citation to the registered owner of the vehicle, by certified mail, at his or her address as it appears on the certificate of registration.

2. When the evidence of insurance provided by the driver of the vehicle upon the demand of the peace officer is in an electronic format displayed on a mobile electronic device, the peace officer may view only the evidence of insurance and shall not intentionally view any other content on the mobile electronic device.

(Added to NRS by [1987, 1442](#); A [1993, 2482](#); [1995, 2733](#); [2013, 703](#); [2015, 798](#)) — (Substituted in revision for NRS 484.792)

NRS 484A.660 Issuance of citation at scene of crash. Except for felonies and those offenses set forth in paragraphs (a) to (e), inclusive, of subsection 1 of [NRS 484A.710](#), a peace officer at the scene of a traffic crash may issue a traffic citation, as provided in [NRS 484A.630](#), or a misdemeanor citation, as provided in [NRS 171.1773](#), to any person involved in the crash when, based upon personal investigation, the peace officer has reasonable and probable grounds to believe that the person has committed any offense pursuant to the provisions of [chapters 482 to 486](#), inclusive, or [706](#) of NRS in connection with the crash.

(Added to NRS by [1967, 1212](#); A [1987, 480](#); [1989, 1131](#); [1999, 1147](#); [2005, 153](#); [2015, 1635](#)) — (Substituted in revision for NRS 484.801)

NRS 484A.670 Effect of violation of written promise to appear; when appearance by counsel in lieu of personal appearance is authorized.

1. It is unlawful for a person to violate a written promise to appear given to a peace officer upon the issuance of a traffic citation prepared manually or electronically, regardless of the disposition of the charge for which the citation was originally issued.

2. Except as otherwise provided in this subsection, a person may comply with a written promise to appear in court by an appearance by counsel. A person who has been convicted of two or more moving traffic violations in unrelated incidents within a 12-month period and is subsequently arrested or issued a citation within that 12-month period shall appear personally in court with or without counsel.

3. A warrant may issue upon a violation of a written promise to appear.

(Added to NRS by [1967, 1212](#); A [1977, 1061](#); [1999, 1148](#); [2005, 54](#); [2007, 2730](#)) — (Substituted in revision for NRS 484.807)

NRS 484A.680 Disposition and records of traffic citations.

1. Every peace officer upon issuing a traffic citation to an alleged violator of any provision of the motor vehicle laws of this State or of any traffic ordinance of any city or town shall file manually or, if the provisions of subsection 2 are satisfied, file electronically the original or a copy of the traffic citation with a court having jurisdiction over the alleged offense or with its traffic violations bureau.

2. A copy of a traffic citation that is prepared electronically and issued to an alleged violator of any provision of the motor vehicle laws of this State or of any traffic ordinance of any city or town may be filed electronically with a court having jurisdiction over the alleged offense or with its traffic violations bureau if the court or traffic violations bureau, respectively:

- (a) Authorizes such electronic filing;
- (b) Has the ability to receive and store the citation electronically; and
- (c) Has the ability to physically reproduce the citation upon request.

3. Upon the filing of the original or a copy of the traffic citation with a court having jurisdiction over the alleged offense or with its traffic violations bureau, the traffic citation may be disposed of only by trial in that court or other official action by a judge of that court, including forfeiture of the bail, or by the deposit of sufficient bail with, or payment of a fine to, the traffic violations bureau by the person to whom the traffic citation has been issued by the peace officer.

4. It is unlawful and official misconduct for any peace officer or other officer or public employee to dispose of a traffic citation or copies of it or of the record of the issuance of a traffic citation in a manner other than as required in this section.

5. The chief administrative officer of every traffic enforcement agency shall require the return to him or her of a physical copy or electronic record of every traffic citation issued by an officer under his or her supervision to an alleged violator of any traffic law or ordinance and of all physical copies or electronic records of every traffic citation which has been spoiled or upon which any entry has been made and not issued to an alleged violator.

6. The chief administrative officer shall also maintain or cause to be maintained a record of every traffic citation issued by officers under his or her supervision. The record must be retained for at least 2 years after issuance of the citation.

7. As used in this section, "officer" includes a volunteer appointed to a traffic enforcement agency pursuant to [NRS 484B.470](#).

(Added to NRS by [1967, 1213](#); A [1979, 37](#); [1999, 1148](#)) — (Substituted in revision for NRS 484.813)

NRS 484A.690 Audit of records of traffic citations. Every record of traffic citations required in [chapters 484A to 484E](#), inclusive, of NRS must be audited at least annually by the appropriate fiscal officer of the governmental agency to which the traffic enforcement agency is responsible.

(Added to NRS by [1967, 1213](#); A [2011, 6](#)) — (Substituted in revision for NRS 484.815)

NRS 484A.700 When warrant for failure to obey citation for parking violation may be issued.

1. A traffic citation for a parking violation may be prepared manually or electronically.

2. When a traffic citation for a parking violation has been issued identifying by license number a vehicle registered to a person who has not signed the citation, a bench warrant may not be issued for that person for failure to appear before the court unless:

(a) A notice to appear concerning the violation is first sent to the person by first-class mail within 60 days after the citation is issued; and

(b) The person does not appear within 20 days after the date of the notice or the notice to appear is returned with a report that it cannot be delivered.

(Added to NRS by [1977, 576](#); A [1981, 401](#); [1999, 1148](#)) — (Substituted in revision for NRS 484.810)

Arrests

NRS 484A.710 Arrest without warrant for certain offenses.

1. Any peace officer may, without a warrant, arrest a person if the officer has reasonable cause for believing that the person has committed any of the following offenses:

(a) Homicide by vehicle;

(b) A violation of [NRS 484C.110](#) or [484C.120](#);

(c) A violation of [NRS 484C.430](#);

(d) A violation of [NRS 484C.130](#);

(e) Failure to stop, give information or render reasonable assistance in the event of a crash resulting in death or personal injuries in violation of [NRS 484E.010](#) or [484E.030](#);

(f) Failure to stop or give information in the event of a crash resulting in damage to a vehicle or to other property legally upon or adjacent to a highway in violation of [NRS 484E.020](#) or [484E.040](#);

(g) Reckless driving;

(h) Driving a motor vehicle on a highway or on premises to which the public has access at a time when the person's driver's license has been cancelled, revoked or suspended; or

(i) Driving a motor vehicle in any manner in violation of the restrictions imposed in a restricted license issued to the person pursuant to [NRS 483.490](#).

2. Whenever any person is arrested as authorized in this section, the person must be taken without unnecessary delay before the proper magistrate as specified in [NRS 484A.750](#), except that in the case of either of the offenses designated in paragraphs (f) and (g) of subsection 1, a peace officer has the same discretion as is provided in other cases in [NRS 484A.730](#).

(Added to NRS by [1967, 1210](#); A [1969, 1509](#); [1975, 125](#); [1983, 1080](#); [1987, 480](#); [1999, 2461](#), [3429](#); [2001, 172](#); [2005, 152](#); [2007, 2807](#); [2015, 1635](#)) — (Substituted in revision for NRS 484.791)

NRS 484A.720 When person must be taken immediately before magistrate. Whenever any person is halted by a peace officer for any violation of [chapters 484A](#) to [484E](#), inclusive, of NRS not amounting to a gross misdemeanor or felony, the person shall be taken without unnecessary delay before the proper magistrate, as specified in [NRS 484A.750](#), in either of the following cases:

1. When the person demands an immediate appearance before a magistrate; or

2. In any other event when the person is issued a traffic citation by an authorized person and refuses to give a written promise to appear in court as provided in [NRS 484A.630](#).

(Added to NRS by [1967, 1211](#)) — (Substituted in revision for NRS 484.793)

NRS 484A.730 When peace officer has option to give citation or take person before magistrate. Whenever any person is halted by a peace officer for any violation of [chapters 484A](#) to [484E](#), inclusive, of NRS and is not required to be taken before a magistrate, the person may, in the discretion of the peace officer, either be given a traffic citation, or be taken without unnecessary delay before the proper magistrate. The person must be taken before the magistrate in any of the following cases:

1. When the person does not furnish satisfactory evidence of identity or when the peace officer has reasonable and probable grounds to believe the person will disregard a written promise to appear in court;

2. When the person is charged with a violation of [NRS 484D.580](#) relating to the refusal of a driver of a vehicle to submit the vehicle to an inspection and test;

3. When the person is charged with a violation of [NRS 484D.675](#) relating to the failure or refusal of a driver of a vehicle to submit the vehicle and load to a weighing or to remove excess weight therefrom; or

4. When the person is charged with a violation of [NRS 484C.110](#) or [484C.120](#), unless the person is incapacitated and is being treated for injuries at the time the peace officer would otherwise be taking the person before the magistrate.

(Added to NRS by [1967, 1211](#); A [1969, 1509](#); [1981, 1362](#); [2007, 2807](#)) — (Substituted in revision for NRS 484.795)

NRS 484A.740 Arrest of nonresident.

1. All of the provisions of [chapters 484A](#) to [484E](#), inclusive, of NRS apply both to residents and nonresidents of this State, except the special provisions in this section, which shall govern in respect to nonresidents.

2. A peace officer at the scene of a traffic crash may arrest without a warrant any driver of a vehicle who is a nonresident of this State and who is involved in the crash when, based upon personal investigation, the peace officer has reasonable cause for believing that the person has committed any offense under the provisions of [chapters 484A](#) to [484E](#), inclusive, of NRS in connection with the crash, and if the peace officer has reasonable cause for believing that the person will disregard a written promise to appear in court.

3. Whenever any person is arrested under the provisions of this section, the person shall be taken without unnecessary delay before the proper magistrate, as specified in [NRS 484A.750](#).

(Added to NRS by [1967, 1211](#); A [2015, 1635](#)) — (Substituted in revision for NRS 484.797)

NRS 484A.750 Appearance before magistrate having jurisdiction.

1. Whenever any person is taken before a magistrate or is given a traffic citation containing a notice to appear before a magistrate as provided for in [NRS 484A.630](#), the magistrate must be a justice of the peace or municipal judge who has jurisdiction of the offense and is nearest or most accessible with reference to the place where the alleged violation occurred, except that when the offense is alleged to have been committed within an incorporated municipality wherein there is an established court having jurisdiction of the offense, the person must be taken without unnecessary delay before that court.

2. For the purpose of this section, the terms “magistrate” and “court” include magistrates and courts having jurisdiction of offenses under the law of this State as committing magistrates and courts and those having jurisdiction of the trials of such offenses.

(Added to NRS by [1967, 1212](#); A [1983, 905](#); [1999, 1147](#)) — (Substituted in revision for NRS 484.803)

NRS 484A.760 Release of defendant when magistrate not available. Whenever any person is taken into custody by a peace officer for the purpose of taking him or her before a magistrate or court as authorized or required in [chapters 484A to 484E](#), inclusive, of NRS upon any charge other than a felony or the offenses enumerated in paragraphs (a) to (e), inclusive, of subsection 1 of [NRS 484A.710](#), and no magistrate is available at the time of arrest, and there is no bail schedule established by the magistrate or court and no lawfully designated court clerk or other public officer who is available and authorized to accept bail upon behalf of the magistrate or court, the person must be released from custody upon the issuance to the person of a misdemeanor citation or traffic citation and the person signing a promise to appear, as provided in [NRS 171.1773](#) or [484A.630](#), respectively.

(Added to NRS by [1967, 1212](#); A [1987, 481](#); [1999, 1147](#); [2005, 153](#)) — (Substituted in revision for NRS 484.805)

NRS 484A.770 Procedure prescribed for arrest without warrant not exclusive. [NRS 484A.630](#) to [484A.670](#), inclusive, and [484A.710](#) to [484A.760](#), inclusive, govern all peace officers in making arrests without a warrant for violations of any provision of [chapters 484A to 484E](#), inclusive, of NRS, but the procedure prescribed in those sections is not otherwise exclusive of any other method prescribed by law for the arrest and prosecution of a person for an offense of like grade.

(Added to NRS by [1967, 1213](#); A [1985, 1160](#); [1987, 1442](#)) — (Substituted in revision for NRS 484.809)

MISCELLANEOUS PROVISIONS

NRS 484A.800 Sponsor of special event to provide for control of vehicular traffic.

1. Any person or governmental agency sponsoring a special event shall ensure that adequate provision is made for the control of vehicular traffic related to or affected by the event.

2. As used in this section, “special event” means any scheduled activity or event:

- (a) That is attended or observed by more than 500 persons; or
- (b) That substantially increases or disrupts the normal flow of traffic on any street or highway.

(Added to NRS by [1989, 667](#)) — (Substituted in revision for NRS 484.900)

GENERAL VIOLATIONS

NRS 484A.900 Penalty for violation of traffic law when no penalty provided in statute; authority of court to order repeat offender to pay for and attend school for driver training.

1. It is unlawful and, unless otherwise declared in [chapters 484A to 484E](#), inclusive, of NRS with respect to a particular offense, it is a misdemeanor for any person to do any act forbidden or fail to perform any act required in [chapters 484A to 484E](#), inclusive, of NRS.

2. The court may order any person who is twice convicted of violating a provision of [chapters 484A to 484E](#), inclusive, of NRS to pay tuition for and attend a school for driver training which is approved by the Department for retraining such drivers. The person so ordered may choose from those so approved the school which the person will attend. A person who willfully fails to comply with such an order is guilty of a misdemeanor.

(Added to NRS by 1957, 505; A [1983, 319](#); [1985, 1945](#)) — (Substituted in revision for NRS 484.999)

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ATTACHMENT 6A:

NRS 483.245 LICENSE ISSUED BY STATE REQUIRED WHEN PERSON
BECOMES RESIDENT; ISSUANCE; RECIPROCAL AGREEMENTS WITH
OTHER STATES OR COUNTRIES.

NRS 483.245 License issued by this State required when person becomes resident; issuance; reciprocal agreements with other states or countries.

1. When a person becomes a resident of Nevada as defined in this chapter and [chapter 482](#) of NRS, the person must, within 30 days, obtain a Nevada driver's license as a prerequisite to driving any motor vehicle in the State of Nevada.

2. Where a person who applies for a license has a valid driver's license from a state or country which has requirements for issuance of drivers' licenses comparable to those of the State of Nevada, the Department may issue a Nevada license under the same terms and conditions applicable to a renewal of a license in this State.

3. In carrying out the provisions of this chapter, the Administrator is authorized to enter into reciprocal agreements with appropriate officials of other states or countries concerning the licensing of drivers of motor vehicles.

(Added to NRS by 1963, 760; A [1969, 539](#); [1973, 1570](#); [1975, 177](#); [1995, 2728](#); [2015, 1022](#))

ATTACHMENT 7:
ACCIDENT/INCIDENT REPORT



SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY

ACCIDENT/INCIDENT REPORT

The purpose of this form is to provide a written report of an accident, injury, illness, damage to a person and/or property. Please complete each section and forward the original and copies as indicated. PLEASE NOTE: Reports directly involving an employee(s) must be completed by the supervisor(s). *Please type or print in ink.*

Report Taken By:	Date:
-------------------------	--------------

Title:	Contact No.
---------------	--------------------

Section 1 – CLASSIFICATION (check all that applies)

ACCIDENT/ INJURY / ILLNESS	<input type="checkbox"/> EMPLOYEE <input type="checkbox"/> RESIDENT <input type="checkbox"/> THIRD PARTY/OTHER: _____
---	---

PROPERTY	<input type="checkbox"/> SNRHA PROPERTY <input type="checkbox"/> RESIDENT PROPERTY <input type="checkbox"/> THIRD PARTY PROPERTY/OTHER: _____
-----------------	---

Section 2 – ACCIDENT/INCIDENT INFORMATION

DATA & LOCATION	DATE: _____ TIME: _____
	If unsure, estimate DATE/TIME to be between:(Date/Time) _____ and (Date/Time) _____
	Name of SNRHA property and AMP #: _____
	Address (and/or describe location of incident): _____

PERSON(S) INVOLVED	1 NAME (Last/First/Middle)	2 NAME (Last/First/Middle)
	ADDRESS	ADDRESS
	CITY ST ZIP	CITY ST ZIP
	PHONE NUMBERS	
	Primary: <Home <Bus <Cell	Primary: <Home <Bus <Cell
	Secondary: <Home <Bus <Cell	Secondary: <Home <Bus <Cell
	<input type="checkbox"/> EMPLOYEE <input type="checkbox"/> VICTIM <input type="checkbox"/> WITNESS <input type="checkbox"/> COMPLAINANT	
	Additional contact person/number: _____	
	3 NAME (Last/First/Middle)	4 NAME (Last/First/Middle)
	ADDRESS	ADDRESS
	CITY ST ZIP	CITY ST ZIP
	PHONE NUMBERS	
	Primary: <Home <Bus <Cell	Primary: <Home <Bus <Cell
	Secondary: <Home <Bus <Cell	Secondary: <Home <Bus <Cell
<input type="checkbox"/> EMPLOYEE <input type="checkbox"/> VICTIM <input type="checkbox"/> WITNESS <input type="checkbox"/> COMPLAINANT		

	Additional contact person/number:	Additional contact person/number:
VICTIM/ EMPLOYEE INFORMATION	THIS INFORMATION MUST CORRESPOND TO VICTIM/EMPLOYEE NAME(S) LISTED ABOVE. USE EXTRA COPY IF NECESSARY.	
	VICTIM / EMPLOYEE	VICTIM / EMPLOYEE
	Name:	Name:
	Male <input type="checkbox"/> Female <input type="checkbox"/> Ht. _____ Wt. _____ < Adult < Child (under age 18)	Male <input type="checkbox"/> Female <input type="checkbox"/> Ht. _____ Wt. _____ < Adult < Child (under age 18)
	Nature of injury (scratch, cut, bruise, etc.)	Nature of injury (scratch, cut, bruise, etc.)
	Part of body injured (i.e. left ring finger, right ankle, etc.)	Part of body injured (i.e. left ring finger, right ankle, etc.)
	Medical treatment accepted? Yes / No If yes, administered by whom:	Medical treatment accepted? Yes / No If yes, administered by whom:
	Was victim/employee transported? Yes / No If yes, by whom:	Was victim/employee transported? Yes / No If yes, by whom:
	If employee, was s/he taken for a drug/alcohol screen? Yes / No	If employee, was s/he taken for a drug/alcohol screen? Yes / No
	Did s/he return to work? Yes / No Time:	Did s/he return to work? Yes / No Time:
	PLEASE CHECK OR CIRCLE ALL THAT CLOSELY APPLIES TO THE CORRESPONDING VICTIM/EMPLOYEE.	
	Appearance/Behavior/Speech/Performance: < Bloodshot eyes < Disoriented behavior < Drowsiness < Excessively talkative < Drunken behavior with or without odor of alcohol < Extreme mood changes < Rapid or slow breathing < Poor hand/eye coordination < Rapid or slurred speech < Wanders Aimlessly < Watery, glassy, red eyes < Other appearance observed: _____	Appearance/Behavior/Speech/Performance: < Bloodshot eyes < Disoriented behavior < Drowsiness < Excessively talkative < Drunken behavior with or without odor of alcohol < Extreme mood changes < Rapid or slow breathing < Poor hand/eye coordination < Rapid or slurred speech < Wanders Aimlessly < Watery, glassy, red eyes < Other appearance observed: _____
	Footwear: Pumps Boots Sandals Sneakers Platforms Loafers Other: _____	Footwear: Pumps Boots Sandals Sneakers Platforms Loafers Other: _____
	Physical Devices: Cane Brace Crutches Walker Wheelchair Motorized cart Other: _____	Physical Devices: Cane Brace Crutches Walker Wheelchair Motorized cart Other: _____
	FURTHER DETAILS CORRESPONDING TO VICTIM/EMPLOYEE	
What was victim/ employee doing at the time of accident/ incident? (i.e. sleeping, walking, driving, etc.)	What was victim/ employee doing at the time of accident/ incident? (i.e. sleeping, walking, driving, etc.)	
Additional information about this victim/employee:	Additional information about this victim/employee:	
Section 3 – DESCRIPTION OF ACCIDENT/INCIDENT		
DESCRIPTION	Circle, check or complete the appropriate word, box or space that pertains to the scene of the accident/incident.	
	INDOORS	OUTDOORS

OF SURROUNDING	Appearance of prior damage: Electrical <input type="checkbox"/> Yes <input type="checkbox"/> No Plumbing <input type="checkbox"/> Yes <input type="checkbox"/> No Lighting <input type="checkbox"/> Yes <input type="checkbox"/> No Structural <input type="checkbox"/> Yes <input type="checkbox"/> No Appliances <input type="checkbox"/> Yes <input type="checkbox"/> No Hardware <input type="checkbox"/> Yes <input type="checkbox"/> No Other: <input type="checkbox"/> Yes <input type="checkbox"/> No If 'yes' is checked, please explain all that applies: _____ _____ _____ _____	Floor or surface involved: Dry Wet Cluttered Other: _____ OTHER OBSERVED CONDITIONS: _____ _____ _____ _____ _____	Weather: Clear Cloudy Rainy Sunny Windy Other: _____ Lighting: Daylight Dusk Nighttime Was area well lit? Yes / No	Grounds: Normal Debris Dry/Rocky Slippery Wet/Marshy Other: _____ Roads: Normal Accident Blocked Construction Debris Slippery Other: _____	Other factors/elements observed at the scene of accident/ incident: Electrical Plumbing Lighting Structural Other: _____ OTHER OBSERVED CONDITIONS: _____ _____
DESCRIPTION OF ACCIDENT/ INCIDENT	Briefly describe how did accident/incident happen: _____ _____ _____ _____				
	Specify equipment, substance or object connected with the accident/incident: _____ _____ _____				
	If company vehicle involved, please provide the following information:				
	Vehicle No. _____ Plate No. _____		Vehicle No. _____ Plate No. _____		
	Make: _____ Model: _____		Make: _____ Model: _____		
	Body Type: _____ VIN: _____		Body Type: _____ VIN: _____		
WAS LAW ENFORCEMENT AND/OR FIRE DEPARTMENT NOTIFIED? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Officer(s) name(s): _____				PHOTOS TAKEN? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Police Department Event No.: _____				How many? _____	
Paramedic/Firemen Unit No.: _____				(Please ensure photos are included with this report.)	
Fire Department Event No.: _____					
Other: _____					
Section 4 – DESCRIPTION OF PROPERTY DAMAGE					
CAUSE OF DAMAGE	<input type="checkbox"/> FIRE <input type="checkbox"/> WATER <input type="checkbox"/> WEATHER <input type="checkbox"/> COLLISION <input type="checkbox"/> OTHER: _____ (Example of <u>OTHER</u> perils that cause damage: arson, bacteria, contamination, discrimination, earthquake, embezzlement, erosion, error, explosion, harassment, lightning, pest, power failure, riot, sabotage, static electricity, temperatures, terrorism, theft, vandalism)				

DESCRIPTION OF PROPERTY DAMAGE	Describe damage caused by incident circled above:										
ESTIMATED COST TO REPAIR DAMAGES: \$ <input style="width:100px; height:20px;" type="text"/>											
RESIDENT INFORMATION ONLY											
1. Was resident moved or is in the process of being moved as a result of damage(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No											
2. Was resident advised of any possible lease violation(s) associated with the damage(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No											
3. Does resident have renter's insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No											
DESCRIPTION OF DAMAGED PERSONAL PROPERTY	Item (brand name)		Description		Purchased (Where and When)		Original cost or estimate the time of purchase or gifted. (Receipts are Preferred)				
TOTAL COST OF ESTIMATED DAMAGES:							\$				
VEHICLES INVOLVED IN ACCIDENT											
Year		Make		Model		Body type		VIN		Estimated damages	
Important: Items listed above must be examined by a supervisor or an authorized representative of the agency. Attached additional sheet if necessary. Damaged items examined by:											
Section 5 – REMEDIES/RECOMMENDATIONS											
What actions have been taken to remedy the cause of the listed injury/illness/accident/property damage or complaint and to prevent this situation from happening again? Be specific (Who, What, Where, and When was a remedy done):											

ATTACHMENT 8:
RULE 21:
VEHICLE POLICY WITH APPENDIX A
(SNRHA PERSONNEL HANDBOOK)

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY		
Rule No.	21	VEHICLE POLICY
Board Approved:		

21.1 VEHICLE POLICY

Employees who operate Housing Authority vehicles are responsible for the safe operation of the vehicles and for the safety of passengers and pedestrians. Housing Authority policy regarding the operation of vehicles includes:

- (1) Employees, who drive any Authority vehicles, including scooters, must have in their possession a valid Nevada driver's license and comply with the Department of Motor Vehicles requirements for medical examinations and license renewal. Employees must notify their supervisor if their license is suspended, revoked or expired.
- (2) The Authority will review the driving record of persons that operate Authority vehicles. An invalid license or a poor driving record may result in disqualification for the positions. Driving with a suspended license may result in disciplinary action, demotion or termination.
- (3) The driver is responsible for checking the safety and general condition of the vehicle. Each employee is issued a Safety Manual. Those employees required to drive an Authority vehicle are responsible for following guidelines and procedures outlined in the Fleet Manual section, as well as further clarification of basic standards provided in this policy.
- (4) No employee may use a vehicle for any purpose for which it was not designed, operate it beyond its designed limits, and operate it in areas or locations which are prohibited, or cause damage through neglect, misuse, improper driving techniques, or improper handling.
- (5) Employees must adhere to all traffic laws and regulations when operating Authority vehicles, even if not on city streets. Employees cited for traffic or parking violations are responsible for the fees associated with such citations received while operating or utilizing Authority vehicles.
- (6) Authority vehicles are to be used for Authority business only. Employees using Authority vehicles for personal use will be subject to disciplinary action.

- (7) Personal property not directly related to the employee's job may not be used; stored or transported in an Authority vehicle. Personal property may not be attached to or installed in an Authority vehicle.
- (8) Employees shall not permit other unauthorized persons to ride in Authority vehicles, except in the event of an emergency.
- (9) When Authority employees are required to obtain a vehicle from a car rental agency, the employee shall request the "maximum collision insurance coverage" available.
- (10) All employees shall park their Authority vehicles in a legal and proper manner, remove the keys and lock the vehicles. Employees will not park on the wrong side of the street or highway and will use the parking brake.
- (11) No employee is permitted to drive a vehicle which is owned by the Authority outside the State of Nevada or drive their personal vehicle on Authority business unless the employee maintains adequate liability insurance. Please provide evidence of personal liability insurance to the Human Resources Department.
- (12) Employees who are required to use their personal vehicles to conduct Housing Authority business shall be reimbursed, upon the written approval of their Department Head, at the current IRS rate per mile.

21.2 WHAT TO DO IN THE EVENT OF AN AUTOMOBILE ACCIDENT

- (1) Accidents on City Property With No Other Vehicles Involved and No Injury
 - a) Notify supervisor immediately.
 - b) Do not move the vehicle or leave the scene until instructed to do so by the supervisor.
 - c) Prepare a written statement, with a diagram, as to how the accident occurred.
- (2) Accidents Involving a Collision with Other Vehicles, Damage to Private Property, Personal Injury, or Death
 - a) Do not remove the vehicle

- b) Call Metropolitan Police and indicate the severity of the accident and location.
- c) Notify supervisor.
- d) Do not make ANY statements regarding the accident.
- e) Obtain the name, address and telephone number of all witnesses.
- f) Do not leave the scene until directed to by your supervisor.
- g) Supervisors should report the accident immediately to the Risk Management Office.

21.3 OTHER BASIC STANDARDS OF THE ROAD

- (1) Current Nevada Driver's License: All employees when operating an Authority vehicle will be required to have in their possession a current and valid Nevada Driver's License. If an employee is required to drive an Authority vehicle as a requirement for his/her job assignment that employee must notify his/her immediate supervisor and the Human Resources Department if the driver's license is suspended, revoked or expired. An evaluation will be performed by the appropriate manager/supervisor or the Human Resources Manager to determine whether the employee is able to perform the majority of the assigned duties and responsibilities without a current driver's license. If it is determined that the employee cannot perform the majority of his/her duties and responsibilities as required, the employee will be suspended for a reasonable period of time and allowed the opportunity to reinstate the driver's license privileges. If the driver's license is mandatory for the job performance and the employee cannot obtain reinstatement of the driver's license within the time allowed, which will normally not exceed thirty (30) days, the employee will be subject to immediate termination.
- (2) Only SNRHA employees are authorized to operate Authority vehicles. The only authorized passengers are Authority employees or program/work related persons.
- (3) Seat Belts: The assigned driver will be responsible for ensuring the operator and all passengers riding in Authority vehicles wear provided seat belts at all times when vehicle is in operation.
- (4) Posted Speed Limit/Directional Signs: Employees are required to observe all legally posted speed limit/directional signs and other local, city, state or

federal laws and regulations governing the operation of a motor vehicle within the jurisdiction in which the vehicle is operated.

- (5) Personal Use of Vehicles: All employees are prohibited from using an Authority vehicle for personal use before the scheduled work hours, during work hours (including lunch hour) or after their scheduled work shift. An employee may use Authority vehicles for Authority business.
- (6) Use of Alcohol/Illegal Drugs: No employee is allowed to consume/drink alcoholic beverages or use illegal drugs during work hours, including lunch hour, or any other time while performing their job or operating an Authority vehicle. (Refer to Rule 8, in addition to the Vehicle Operation Disciplinary Action Procedure found in Appendix A).
- (7) Timely Reporting of Accidents, Receipt of Citation, or Loss of Driver's License: Employees must report an accident, receipt of citation or loss of driver's license within thirty (30) minutes of incident occurring, unless incapacitated and such incapacitation may be confirmed in due course.

21.3.1 Violation of Vehicle Policy: Any employee violating any of these provisions of this Vehicle policy will be subject to discipline up to and including termination.

21.3.1.1 Vehicle Operation Disciplinary Action Procedure:

The Vehicle Operation Disciplinary Action Procedure is provided as a guide to address disciplinary action in relation to traffic offenses brought about while operating an Authority vehicle. Information contained in the diagram is not inclusive. Disciplinary action may be imposed further based on the accumulating violations (See Appendix A.)

**VEHICLE OPERATION
DISCIPLINARY ACTION PROCEDURE**

TRAFFIC OFFENSES while operating an SNRHA anywhere.	MINIMUM DISCIPLINARY ACTION Based on driver's record during previous twelve (12) months of employment and the evaluation of the offense		
	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
y Citation for a moving traffic violation y Failure to wear a seat belt (either operator or passenger)	One (1) day LWOP	(1) Two (2) days LWOP plus (2) Attendance, at the employee's own personal time and expense, at the local traffic school as scheduled by the Human Resources Department, and (3) Written warning of termination at the next offense	T E R M I N A T I O N
y Preventable accident/incident: > Backing or rollaway > Others	Two (2) days LWOP One (1) day LWOP	Three (3) days LWOP in addition to (2) and (3) above. Two (2) days LWOP in addition to (2) and (3) above.	
y Driving under the influence of intoxicating liquor, stimulating or stupefying drugs	TERMINATION		
Other traffic and/or policy violations	Action as recommended by the Safety Officer and/or Human Resources Manager.		

ATTACHMENT 9:

ARTICLE 17:

EQUIPMENT, TOOLS, SUPPLIES AND UNIFORMS, "EQUIPMENT"

(CBA)

following the pay period start. Paychecks will be distributed the first Wednesday following the end of the preceding pay period. The paycheck will include the regular and overtime earnings of the employee for the preceding pay period, plus or minus adjustments.

Employees who have been approved to be off work on annual leave may request paychecks in advance for all wages earned plus the annual leave time accrued up to and including the annual leave period approved, except that the annual leave advance shall not exceed the time period of the annual leave approved.

In the event the parties mutually agree, in writing, SNRHA may convert to a weekly pay period at any time during the duration of this Agreement. The Union will be notified in writing sixty (60) days in advance of any changes to pay periods and/or pay days.

Any changes to time cards submitted after the deadline for payroll will be reflected on subsequent paychecks.

ARTICLE 17 EQUIPMENT, TOOLS, SUPPLIES AND UNIFORMS

Equipment

SNRHA agrees to provide employees with the adequate tools, instruments, equipment, keys and maintenance vehicles which SNRHA determines are necessary to satisfactorily accomplish their assigned duties. Tools, instruments, equipment, master and security keys, and vehicles which are lost, missing or damaged due to employee negligence are replaced by SNRHA and the replacement cost up to a maximum of one thousand dollars (\$1,000.00) will be charged to the employee.

Uniforms

It is agreed that maintenance staff uniforms are a SNRHA identity requirement. For this reason each field employee shall be provided with uniforms by SNRHA. Each employee agrees to report to work with a clean uniform. Uniforms that are lost, missing or damaged due to employee negligence shall be replaced by SNRHA with the cost of such replacement charged to the employee. SNRHA agrees to pay the cost for uniform cleaning and uniform replacement for normal wear and tear.

All Employees must wear credentials while working. Employees may not wear SNRHA badges or uniforms when conducting off-duty activities in public.

For those employees exposed to the elements during the course of discharging their assigned duties, SNRHA hereby agrees to make available to such employees uniforms made of fabrics appropriate for those elements (i.e., summer and/or winter).

Employees shall not be responsible for items that are issued to them but that are damaged, lost or stolen through no fault of their own.

ATTACHMENT 10:
VEHICLE FUELING AND SERVICE RECORD
(FORM)



VEHICLE FUELING & SERVICE LOG

ALL AREAS OF THIS FORM ARE TO BE FILLED OUT COMPLETELY

VEHICLE NUMBER

DATE FROM

DATE TO

ASSIGNED TO

DEPARTMENT/AMP

MANAGER

SUPERVISOR

FUEL & OIL RECORD

STAFF	DATE	TIME	ODOMETER	GALLONS	OIL OK	OIL LOW	OIL NOT CHECKED

SERVICE RECORD

PM OR UR?	DATE COMPLETED	SERVICE ISSUES ADDRESSED (LIST)

PM = PREVENTIVE MAINTENANCE ~ UR = UNSCHEDULED REPAIR

VEHICLE WASHED

DATE:

LOCATION:

LOG COMPLETED AND SUBMITTED BY:

PRINTED NAME

SIGNATURE

DATE

ATTACHMENT 11:
DAILY PRE-SHIFT SAFETY INSPECTION
VEHICLE/EQUIPMENT
(FORM)



DAILY PRE-SHIFT SAFETY INSPECTION VEHICLE/EQUIPMENT
 ALL AREAS OF THIS FORM ARE TO BE FILLED OUT COMPLETELY

 VEHICLE NUMBER

 ODOMETER

 ASSIGNED TO

 DEPARTMENT/AMP

 SUPERVISOR

ITEM	CHECK	COMMENT (√ = NO DEFECTS)
GENERAL	Warning lights (ie Check Engine Light/Oil Pressure Light). Seat secure. Operation of instruments, mirrors, windshield condition, wipers/washers, horn, doors, locks, jacks.	
BRAKES	Check function: foot pedal, hand brake, noisy operation.	
STEERING	Check operation, play at wheel, wander, pull,.	
LIGHTS	Check operation of headlamps, tail, brake, reverse, number plate, indicators, condition of reflectors.	
ENGINE	Fluid levels (windshield washer/oil/coolant). Leaks under vehicle. Exhaust smoke, color. Unusual noise.	
TRANSMISSION	Clutch and gear change function. Noise, engagement.	
WHEELS	Security of all wheel nuts/damage.	
TIRES	Condition, tread/damage/pressure/spare.	
BODY	Any visible damage.	
FUEL	Fuel level, filler cap, damage, leaks.	
SAFETY	Seat belt, airbag.	

I HAVE PERSONALLY INSPECTED THE VEHICLE ABOVE AND HAVE FOUND IT TO BE IN THE CONDITION LISTED ABOVE.

 SHIFT

 DATE

 SIGNATURE

COMMENTS:

NOTE: RETURN FORM TO SUPERVISOR AT END OF EACH SHIFT. ADVISE SUPERVISOR IMMEDIATELY IF ANY ITEM OR AREA IS UNSAFE.

ATTACHMENT 12:
City of Las Vegas
Metropolitan Police Department
Recreational Marijuana Fact Sheet



Recreational Marijuana Fact Sheet



As of January 1st 2017, recreational marijuana is legal in Nevada for persons over the age of 21. All marijuana laws are covered under NRS 453. Marijuana is illegal for persons under 21. All DUI laws, child endangerment, and firearms laws are unaffected.

For Persons 21 and Over:

- It is lawful to possess 1 ounce (28.3 net g) or less of marijuana or 1/8 (3.5 net g) concentrated marijuana such as oils, edibles, and drinks.
- It is lawful to possess marijuana paraphernalia
- To charge for narcotics paraphernalia, the paraphernalia needs to be related to a controlled substance other than marijuana
- One ounce of marijuana is roughly 28 joints at 1.0 gram of marijuana or 40 joints at 0.7 grams of marijuana

Use of Marijuana:

- It is illegal to smoke or otherwise consume marijuana in a public place, retail marijuana facility, or in a moving vehicle
- It is lawful to smoke or otherwise consume marijuana in a non-moving vehicle that is in a private place (ie: driveway, private car port)

Personal Cultivation:

- Until licensed retail facilities exist, it is legal for a person to possess and grow up to 6 plants at a residence/premise (There is no exception for medical marijuana)
- No more than 12 plants are allowed at a resident/premise regardless of the number of occupants
- When licensed retail facilities exist, private cultivation will be limited to authorized medical marijuana card holders who have a documented exemption letter
- It is illegal to cultivate plants where they are visible from a public space

Possession in Public:

- It is lawful for a person to have one ounce or less of marijuana in public places
- It is lawful for a person to have 1/8 ounce or less of concentrated marijuana
- Public place means an area to which the public is invited. A public place does not include a retail marijuana store
- The curtilage of private residences (ie: balcony) is not considered public

Possession inside a Vehicle:

- Each person in a vehicle can possess one ounce or less of marijuana
- Until licensed retail facilities exist, there can be up to 6 live plants transported in vehicles



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