



**Responsible Office:** Office of Operations

**BOARD POLICY 7505**  
**DISTRICT VEHICLES**

**PURPOSE**

The Board of Trustees (Board) recognizes it may be necessary to maintain a fleet of vehicles necessary to conduct the business of the Washoe County School District (District). Through this Board Policy, the Board authorizes the use of District Vehicles by Trustees, employees, and/or volunteers for District business when warranted and/or economically reasonable.

**POLICY**

1. The District will procure and maintain vehicles of all types, when warranted and within economic feasibility, solely for the purpose of District business.
  - a. The District may provide a vehicle owned, leased, or rented by the District (District Vehicle) for transportation as appropriate and necessary to conduct the official business of the District.
  - b. The District requires all drivers to operate District Vehicles in compliance with all applicable state and federal laws.
2. The Board hereby directs the Superintendent to adopt an Administrative Regulation to implement and maintain the purpose of this Board Policy. The Superintendent shall include in the Administrative Regulation the following provisions:
  - a. The application, review, and approval of authorization to operate a District Vehicle;
  - b. Purchase, lease, or rental of vehicles in compliance with District policies and regulations related to purchasing, as well as applicable state and/or federal laws and regulations. This includes the purchase and/or replacement of school buses;
  - c. Safe driver training and the approval process for any employee or volunteer who wishes to operate a District Vehicle;
  - d. Protocols related to involvement in a vehicle accident while in a District Vehicle;

- e. Compliance with safety requirements necessary to ensure driver safety training and instruction, and state and federal vehicle safety laws and regulations;
- f. Procedures related to housing, tracking, maintaining, and servicing of District Vehicles;
- g. Alcohol and controlled substance testing for any driver licensed to operate certain commercial vehicles; and
- h. Use of private vehicles.

**LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS**

- 1. This Board Policy reflects the goals of the District’s Strategic Plan and aligns/complies with the governing documents of the District, to include:
  - a. Board Policy 7500, Transportation of Students.
- 2. This Board Policy complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
  - a. NRS Chapter 386, Local Administrative Organization, and specifically:
    - i. NRS 386.790 – 386.845, Transportation.
- 3. This Board Policy complies with federal laws and regulations, to include:
  - a. U.S. Department of Transportation guidelines related to school buses;
    - i. Federal Transit Administration;
    - ii. National Highway Traffic Safety Administration;
  - b. Title 49, Transportation, Part 382, Controlled substances and alcohol use and testing, through the U.S. Department of Transportation’s Federal Motor Carrier Safety Administration; and
  - c. Title 49, Transportation, Part 40, Procedures for Transportation Workplace Drug and Alcohol Testing Programs.

**REVISION HISTORY**

Date	Revision	Modification
08/13/1985	1.0	Adopted
05/12/1992	2.0	Revised
11/11/1997	3.0	Revised

05/07/2012	3.1	Revised: Name changed to Board Policy 7545.1
09/22/2015	4.0	Revised
03/12/2019	5.0	Revised: Removed assignment of vehicles; merged 7010, School Bus Replacement
09/13/2022	6.0	Revised: Deleted unnecessary language, modify to align with Nevada Revised Statutes and Nevada Administrative Codes