NEVADA DEPARTMENT OF AGRICULTURE
FLEET MANAGEMENT
POLICY #AG-2-ADM-8

PURPOSE:

To provide policies and procedures that ensure the economical and safe utilization of Department-owned vehicles and motorized equipment, eliminate unauthorized use of Department-owned vehicles and motorized equipment, provide a ready means of transportation for Department employees on State business, reduce the need for use of private vehicles on official State business, provide central control and accountability over vehicle and motorized equipment purchases, maintenance, care and operation.

SCOPE:

This policy applies to all Department employees, temporary employees, interns, volunteers, and contractors and includes any piece of equipment that is gas, diesel, or alternate fuel powered that is owned by the Department. This policy also applies to any vehicles that might be on loan or leased the Department from another entity.

Vehicle and motorized equipment operators are responsible for reviewing and conforming to all policies and procedures pertaining to the purchase, use, maintenance and operations of Department vehicles and motorized equipment. The term vehicle, unless otherwise noted, will apply to all vehicles and motorized equipment as it pertains to this policy.

REFERENCES:

NRS 204.080, NRS 284.888, NRS 333.340, NRS 334.010, NRS 485.370, NAC 486A, SAM Section 0504, SAM Chapter 1300, SAM Section 1538, SAM Section1540

POLICY AND PROCEDURES

FLEET MANAGER

The Fleet Manager, (Program Officer I, PCN 0050, BA 4554) under the direction of the Director's Office, has been given authority to develop, administer, enforce all policies and procedures herein concerning vehicle and motorized equipment purchases, assignments, use, storage, maintenance, repairs, maintenance and repair recording keeping, mileage tracking, and disposal for the Nevada Department of Agriculture. The Fleet manager oversees all vehicle and motorized equipment accident reporting and citizen driver complaints.

More specifically, the Fleet Manager's duties include, but are not limited to:

- Monitor and evaluate the condition of Department vehicles and motorized equipment;
- Review and aid Risk Management concerning all Department accidents;
- Be the principal advisor to the Director's Office on all Department fleet matters;
- Assist divisions in developing specifications for new or replacement vehicles and fleet equipment;
- Review with the Director's Office all fleet purchasing and specification issues that require additional clarification or conflict resolution;
- Ensure that all Department vehicles and motorized equipment are properly titled and licensed;
- Conduct an annual fleet utilization review;
- Dispose of a fleet vehicle or equipment when it becomes uneconomical to maintain;
- Insure that all Department owned vehicles are maintained at a level that either meets or exceeds the vehicle manufacturers recommended maintenance schedule;

VEHICLE BUDGETS AND ACQUISITIONS

Annual Fleet Utilization Review

At the beginning of each fiscal year the Fleet Manager will conduct an annual fleet utilization review and prepare a report for the Director's Office and Division administrators. In this review, the Fleet Manager will note vehicles that are due for normal replacement based on age and utilization. Also, the Fleet Manager will note vehicles not achieving minimum utilization are also targets for elimination without replacement. Other factors that influence replacements are high mileage, higher than average operating cost, obsolescence or changing business need. Business need also drives decisions to upgrade or downgrade particular vehicles. This annual review will serve as the basis for submit replacement vehicles and new vehicle request in the Department biennial budget requests.

Vehicle Budget Review and Approval

Division Administrators in coordination with the Fleet Manager will submit all new and replacement vehicle and motorized equipment request to the Fiscal Administrator by the second week of March (every even year) for review and approval by the Director's Office for submittal in the Department's biennial budget. Division and the Fleet Manager should first review state vehicle price agreement first to verify the vehicle being requested is on these agreement and to determine the precise cost and the options required. If so they will need to reference the Fleet Vehicle number assigned to the vehicle choice (1.2, 1.2a, 2.2, 2.2a, etc.) along with the vehicle description form the vehicle price agreement. The vehicle price agreements can be found at:

http://purchasing.state.nv.us/v_index.htm

Vehicles that cannot be found on the state's vehicle price agreements will require three (3) quotes from vendors and explanation of why this particular vehicle needs to be ordered.

Vehicles with a police package are recommended for all law enforcement work. Agencies should reference NRS 484A.480 prior to purchasing emergency lights to ensure lights are authorized.

The Fiscal Administrator and fiscal staff will review request to verify replacement and new vehicles meet state standards, are part the state's mandatory fleet vehicle contract or have a quote for those vehicles and motorized equipment that are not on the state's mandatory fleet vehicle contract. They will also make new vehicle request are adequately justified and funding has been identified.

The Director's Office with the Fleet Manager will provide final review and approvals of vehicle and motorized equipment by the end of April. All new and replacement vehicles and motorized equipment approved by the Director's Office will need to be completely entered into the state budget system by no later than the last business day in May.

New Vehicle Requests Justification

For the purposes of this section, new vehicles requests includes requests to purchase used vehicles from other state agencies. All new vehicle request justifications need to include the following:

- Identify funding source;
- Show that funding is available and sufficient in the long-run to cover to cover the expense associated with the initial purchase and continued operation of the vehicle
- Show that the division is current on all their mileage and maintenance reporting to fiscal staff;
- Identify program need i.e., new statute and regulations, increase in workload, new staff, new programming, etc.
- Demonstrate that all currently owned vehicles are being used as originally presented in the budget and cannot be redistributed to meet this requirement;

VEHICLE SPECIFICATIONS

Before each biennial budget season begins, the Director's Office in conjunction with the Fleet Manager will determine vehicle specifications for all vehicle budget requests.

VEHICLE REQUISITION

BOE Approval

Legislatively approved new and replacement vehicles must be approved by the Board of Examiners (BOE) before they can be approved. This is done by filling out the BOE Approval to Purchase a State Vehicle Form. Fiscal will initiate the filling out of these forms and work with the Fleet Manager and program staff to make sure forms are filled out correctly. These forms must be submitted to the Board of Examiners (BOE) for approval no later than the August BOE meeting, unless given an exception by the Director's Office.

Completing the Vehicle Requisition Form

It can take anywhere from six (6) to nine (9) months to receive a vehicle once it is ordered. Each Division must have their vehicle orders submitted no later than September 30th of each fiscal year. Exceptions will be granted by the Fiscal Administrator but no order can placed later than March of the current fiscal year.

Statewide Contract Vehicles

Most legislatively approved vehicles where approved off of the standard drop-down list in the state's budget system. The vehicle standards and prices came from the statewide mandatory contracts for Fleet, Alternative Fuel, and Police vehicles. Vehicles approved off of this schedule must use the authorized dealers on the statewide contracts to purchase their vehicles. Dealers not listed on this contracts are not authorized to sell vehicles to the Department.

To prepare a vehicle order, employees must use the state's Vehicle Order Form. To fill out this form employees may contact the authorized dealers directly on any vehicle they are interested in to get additional information and costs of options not listed. Options not listed may be requested. Please have the dealer fax a written price quote for options not listed and submit this along with your vehicle order.

To complete a vehicle requisition, employees must use the D-10 form. A complete D-10 form includes the following back-up documentation for each vehicle on the requisition form:

1. An approved BOE Approval to Purchase a State Vehicle Form.
2. A completed Vehicle Order Form
3. A completed Vehicle Justification Form

All three of these forms and statewide vehicle contract information can be found at:

http://purchasing.state.nv.us/v_index.htm

Multiple vehicles may be ordered on one requisition. However a separate purchase order must be used if separate vendor is being used for each vehicle purchase.

Each vehicle ordered must have the $28.25 vehicle title fee as a separate listed line item.

Non-Statewide Contract Vehicles

Legislatively approved vehicles that were not approved off of the standard drop-down list in the state's budget system, but off a quote at the time the request was submitted by the Department will require an employee must work through the Fleet Manager to get updated quotes from at least three (3) different vendors to assure the Department gets the best deal. Employees need to make sure that when requesting a quote that they include all options they were approved for. Sometimes, due to the time between when the budget is submitted and when vehicles are approved for purchase, prices will change and this will require a work program. Do not submit the requisition until the work program has been approved.

To complete a vehicle requisition for non-statewide contracted vehicle, employees must use the D-10 form. A complete D-10 form includes the following back-up documentation for each vehicle on the requisition form:

1. An approved.
2. A Dealer Quote with all request options
3. A completed Vehicle Justification Form

The BOE Approval to Purchase a State Vehicle Form and the Vehicle Justification Form and statewide vehicle contract information can be found at:

http://purchasing.state.nv.us/v_index.htm

Multiple vehicles may be ordered on one requisition. However a separate purchase order must be used if separate vendor is being used for each vehicle purchase.

Each vehicle ordered must have the $28.25 vehicle title fee as a separate listed line item.

VEHICLE ORDER AND VEHICLE RECEIPT PROCESS

Vehicle Order

Fiscal staff will submitted the completed D-10 form for approval through the state's financial system for approval by the Budget Office and the Purchasing Division for approval. After approval have been received the Purchasing Division will issue a purchase order which is the actual notification of order to the authorized dealer. After your order is placed, you may follow up on your order delivery date with the dealer by calling the contact name and phone number listed for the authorized dealer. Once a purchase order is placed, you must contact State Purchasing to initiate changes. Do not contact the dealer.

Vehicle Receipt and Tags

When vehicles order have been received by the dealers, they will contact the Fleet Manager. Once the Fleet Manager has inspected and picked up the vehicles, the Fleet Manager should then notify the appropriate fiscal staff that the vehicles have been received so that the receivers are posted for payment to the dealer and tags can be ordered.

Fiscal staff will receive the tags after payment has been made to the dealer. Once these are received Fiscal will give the tags to the Fleet Manager to be place in the glove box of the new vehicle. Do not remove tag from glove box.

Registration and Adding Vehicle onto Sate Insurance

The Fleet Manager will apply for all vehicle and motorized equipment licenses and titles for all new or used vehicles received by the Department as required by Federal and State laws and maintain all required records. The Fleet Manager will give the all of the new vehicle information within three (3) days of registering the vehicles and receiving vehicle licenses to the Management Analyst III (BA 4554, PCN 0042) so that this position can fill out the State's Fleet Insurance Changes form as prescribed in SAM 2907.

VEHICLE IDENTIFICATION

Department Logo and State Language

The Fleet manager will insure that the Department's fleet is properly and uniformly identified. All fleet vehicles will be identified using the Department's signature (logo) and a vehicle number as determined by the Director's Office, exceptions will be motorized equipment that is too small for the Department's signature (logo).

Decals and License Plates

The following requirements are the state's minimum standards:

1. Exempt license plates or a license plate that identifies the vehicle as a State vehicle for example a "DOT" plate.
2. Vehicles equipped with exempt plates must have at a minimum one of the following: window decals or decals placed on the outside of the vehicle or license plate frames labeled with the words "State Vehicle" and "For Official Use Only
3. Window decals must be placed in an appropriate area of the front and rear window that ensures the decals do not obstruct the drivers view.
4. Reference SAM **Section 1312** for exemptions

Unmarked Vehicles

The approval for and use of unmarked motor vehicles by state employees' shall be granted to the Director. Such requests are only authorized to be granted for vehicles used in law enforcement activities, all other requests must be submitted to and approved by the Board of Examiners.

Request for an unmarked vehicles must be submitted in writing in memo form from the Division Administrator to the Fleet Manager. This request must include:

- Law enforcement purpose and benefits
- Estimated annual mileage;
- Funding for vehicle;
- Proposed vehicle specifications;

The Fleet Manager and the Director will then review the request and verify funding with the Fiscal Administrator. The Director will respond in writing the approval or denial of the request. If the request is approved the Fleet Manager will keep request and approval for their files and will work with the Fiscal Administrator and program staff on ordering the vehicle.

New undercover cars are to be purchased from existing contracts, but options may be approved to avoid the institutional look.

VEHICLE INSURANCE COVERAGE

The state is self-insured when it comes to auto insurance. **Table 1-1** is an overview of the state's current auto insurance policies/programs.

State Employee Event	State-Owned Vehicles	Personal Vehicles
Bodily injury to driver and STATE employee passengers	Worker's Compensation	Worker's Compensation
Damage to vehicle	State Physical Damage Policy coverage is primary (if purchased). Covers repair costs or actual cash value. Deductibles: $300. Window coverage to special terms. If insurance is not purchased, loss is responsibility of the Department.	No coverage provided by the State Insurance program. Driver may file a physical damage claim under owner's personal auto policy (if coverage is purchased. Personal policy deductible covered under limited circumstances.

Bodily injury to persons outside vehicle	Injured person(s) can file a Tort Claim through the Attorney General's Office. Claims against the State would be handled in accordance to Chapter 41.	Owner's personal auto liability policy is primary. State liability (Tort) program is excess.
Damage to autos/property outside vehicle	Individual would have to file a Tort Claim through the Attorney General's Office. Claims against the State would be handled in accordance to Chapter 41.	Owner's personal auto liability policy is primary. State liability (Tort) program is excess.
Bodily injury to passengers in vehicle other than State employee, (Volunteers or contracted employees working in conjunction with the State) 1	Agency should provide volunteers coverage under Volunteer Workers Compensation Program. Contractors should provide workers' compensation coverage through their respective employer. Agency should request a certificate of insurance verifying coverage.	Agency should provide volunteers coverage under Volunteer Workers Compensation Program. Contractors should provide workers' compensation coverage through their respective employer. Agency should request a certificate of insurance verifying coverage.
Damage to personal property of state employees or passengers in vehicle.	State does not provide personal property coverage. Possible coverage available under personal auto/home owner's policies.	State does not provide personal property coverage. Possible coverage available under personal auto/home owner's policies.

Table 1-1 is only an overview of the state insurance policies/programs. The actual coverage and terms and conditions will be determined by applicable language in the above-mentioned insurance policies/programs. Each claim must be individually reviewed to determine whether or not the listed policies/programs apply of if coverage is available.

Note that not only state employees but temporary employees, interns, board members, volunteers, contracted employees and those working in conjunction with the State of Nevada while conducting official State business and within the course and scope of employment will be covered for Auto Physical Damage.

Use of Personal Vehicles for State Business not Covered by the State

Risk Management does not insure personal vehicles or reimburse for any collision deductibles.

Volunteer Worker's Compensation Coverage

State Tort and Workers Compensation program is only applicable when driver is a state employee or state volunteer working under an NDA volunteer agreement /MOU. The Department needs to elect for and pay premiums to provide volunteer coverage under State Workers Compensation program.

Contractors

Contractors must provide agency a certificate of insurance showing coverage for hired/non-owned auto liability and workers' compensation to the Department prior to the start of the work for the contract. There may be cases where the Department may eliminate automobile liability requirements, but those will be considered on a case by case by basis and will be limited. All requests to waive automobile liability requirements must be submitted in writing to the Fiscal Administrator for approval.

State Vehicles Exempted from Carrying Proof of Insurance Cards

The State is self-insured for automobile liability. NRS 485.370 exempts the State from the need to carry proof on insurance cards in its vehicles.

Adding/Deleting Vehicles State Auto Insurance

Upon acquisition of a new vehicle, the Department has 31 calendar days during which time physical damage coverage will be automatically in force. Should a claim be filed on such a vehicle, the claim (subject to applicable deductibles) will be paid by Risk Management and premium for self-funded physical damage insurance will be assessed retroactively back to the date of acquisition.

When the Department turns in vehicles to State Purchasing, insurance coverage will not be dropped until such time as the vehicle has been sold or until it has been reassigned to another State agency. Claims filed on newly acquired vehicles, which have not been added to the insured vehicle schedule after 31 days, will not be paid by Risk Management and will be returned to the agency for their handling.

The Department is required to send all changes (additions, deletions, coverage changes) for physical damage coverage and liability coverage to the Attorney General's Office, Tort Claim Unit (tel.: 775-684-1263). Premiums are assessed based on the date of acquisition. Even though the Risk Management Division administers the self-funded physical damage program, the Attorney General's Office maintains the master data base on the self-funded automobile fleet. Changes should be reported in writing and should include:

1. Year of the vehicle
2. Make of the vehicle
3. Model of the vehicle
4. Vehicle ID Number (VIN)
5. License Plate Number
6. Agency Name
7. Agency Budget Account Number

For more on auto insurance see Vehicle Accident and Incident sections of this policy.

VEHICLE ASSIGNMENT

The State requires that all Department vehicles, whether owned or leased by the Department, be assigned to a specific utilization group per SAM 1322. All State-owned vehicles shall be used only for authorized official business and driven by authorized personnel. To insure full and proper utilization of the vehicles, NDA fleet vehicles are assigned to a division and managed by the division head or designated employee within that division in coordination with the Division Administrator. While the needs of a specific employee may be used as justification for assignment of a specific vehicle, the assigned vehicle is ultimately under the control of the Department's Director and its fleet manager.

New or replacement vehicles will be assigned by the Fleet Manager and the Division Administrator based on intended use and mileage based on the vehicle utilization and group criteria in SAM 1322. The Fleet Manager will conduct an annual review of fleet vehicles to make sure that vehicles are being utilize as intended and that they are meeting the state criteria for their particular group. Vehicles may be reassigned, transferred, or excessed if they are meeting the state's vehicles utilization requirements. The Fleet Manager will document each vehicle assignment, provide a justification for the assignment of each vehicles, and document all exemptions.

PRE-APPROVAL FOR NON-STATE EMPLOYEES AND VOLUNTEERS

A non-state employee may be authorized to operate a Department-owned vehicle if they are performing contracted functions for the Department if such contract specifies that the Department will provide such vehicle.

Non-state employees and volunteers when authorized by the Department to operate a state-owned vehicle, are subject to the same rules and regulations as state employees concerning the use and maintenance of the vehicle. They will also be required to take the Department's defensive driving course before operating a Department vehicle.

VEHICLE USE

Responsibilities

The Agency's Fleet manager is responsible for the overall management of the centralized fleet and for developing, administering, monitoring and enforcing all policies and procedures concerning utilization, purchasing, maintenance, repair and replacement of vehicles within the agency.

Division Administrators are responsible for monitoring and enforcing all policies and procedures

within their divisions. This includes timely submissions of various reports needed by fleet management and fiscal for the monthly reconciliation.

Division Administrators or their designated representative, shall be responsible for carrying out the duties to comply with the Department's policies and procedures regarding the operations within their respective divisions. Such duties may include, but are not limited to, the following:

a) Establishing internal divisional procedures to assure vehicles are maintained and operated in accordance with the fleet management policies and procedures. However, divisional policies may not supersede or change the policies set forth in this document.
b) Orienting employees to assure all vehicle drivers are aware of NDA policies and procedures regarding fleet operations and the individual responsibilities of each driver.
c) Establishing internal divisional procedures to ensure drivers possess a valid driver's license and have an acceptable driving record.
d) Keeping the Agency's Fleet Manager advised of any changes pertaining to vehicle status and location.
e) Submitting vehicle reports to the Agency's Fleet Manager as requested or required.

General Operations

Employees should practice defensive driving by anticipating and observing the actions of other drivers to avoid accidents. When operating the vehicle be aware that averting your eyes from the road may cause an accident. Use best judgment when changing climate control settings, using the radio, or accessing other settings on the vehicle's dashboard. All Department vehicles must be operated in a safe, courteous and responsible manner.

Employees who feel that their driving abilities may be impaired must cease operating the vehicle immediately. Employees who believe another employee is impaired have a duty to prevent that person from driving a Department vehicle.

Official Use Only

Department's vehicles shall be provided and utilized only when required to conduct state business.

NRS 204.080 provides that:

"It shall be unlawful for any individual, individuals, or groups of individuals, whether an employee or employees of the State of Nevada or not, to use any automobile, truck, or other means of mechanical conveyance, property of the State of Nevada, for their own private use. The executive officer of any State office, agency, Department, commission or institution to which such auto, truck or other means of mechanical conveyance is assigned, and the operator of such equipment, shall be jointly and severally responsible to the State for the unauthorized use of such equipment while

so assigned, used or operated. A violation of any provision of this section by any person other than an officer or employee of the State of Nevada is a misdemeanor."

Defensive Driving Course Required

The Defensive Driving course is required for all "Executive" branch employees whose job functions require driving a State vehicle for State business. Reference the Risk Management Division's website for further details and exceptions at http://risk.state.nv.us .

Compliance with Motor Vehicle Laws:

It is the responsibility of each individual to observe and obey all the motor vehicle laws of Nevada. All violations and fines, including parking violations, are the responsibility of the assigned driver at the time of such violation. They must be paid as soon as possible. All violations including but not limited to speeding, red light violations, accidents, and public complaints of unacceptable driving behavior will be tracked by the Fleet Manager. Any combination of three infractions in a rolling twelve month time period will result in a suspension of driving privileges for all Department-owned vehicles. Employees are required to report any moving or parking violations that occurs in a NDA vehicle to the Fleet Manager and Division Administrator within one (1) business day.

Valid Driver's License

Employees driving a Department vehicle must have a valid driver's license, as defined by the Nevada Department of Motor Vehicles, in their possession while operating a State vehicle. This license shall be in the possession of the driver at all times when operating a Department vehicle, and be of the appropriate class governing the vehicle being operated.

Not having a current valid license is a financial liability to the Department and is a hindrance in carrying out the duties and responsibilities of many of the Department's positions. Employees are required to notify their supervisor immediately if they do not possess a current valid license or if their license has been revoked before ever taking possession of a Department vehicle.

Per the Department's Prohibitions and Penalties employees operating Department vehicles or equipment without a valid or proper license will be subject to disciplinary actions, included dismissal for a first time offence.

Unauthorized Vehicle Uses

Unauthorized vehicle uses include, but may not be limited to the following:

- Transportation of hitchhikers, animals, spouses or partners and children;
- Transportation of cargo that has no relation to the performance of official state business;
- Transportation of hazardous materials such as acids, explosives, weapons and ammunition (except for law enforcement officers), or highly flammable material, except by specific written authorization from the Fleet Manager or in an emergency situation;
- Except when in an official business travel status, the transportation of other employees from work centers to restaurants, cafes or drugstores;
- Transportation of any item or equipment projecting from the side, front or rear of the vehicle in way that constitutes an obstruction of safe driving, or a hazard to pedestrians or to other vehicles
- Attendance at sporting events including hunting and fishing other than those activities which are not part of your official duties;
- Transporting any political campaign literature or matter or to engage in soliciting votes or to transport any person or persons soliciting votes in any election or primary;
- Smoking is not permitted by any occupant of a state vehicle;
- Attaching personal property to Department vehicles;
- Attaching bumper stickers not supplied or approved by the Director's Office;
- Using vehicles for travel or tasks that are beyond the vehicles rated capabilities;
- Non-state employee passengers not on state business or specifically approved for travel by your Division Administrator.
- Using a Department vehicle for personal gain, such as delivering goods and services;
- Modifications including affixing signs, stickers, antennas, bike racks, ski racks, etc.
- Hauling loads that could structurally damage the vehicle (e.g., firewood, paper, gravel)
- Use of trailer hitches and towing without prior written consent of the Fleet Manager as part of the Fleet Manager's annual utilization review;
- Installation or use of radar-detection devices;
- Bicycles transported inside vehicles
- Use for vacations any other use not expressly authorized by this manual

Employees who have questions regarding the appropriate use of a state vehicle should consult with the Department's fleet manager.

Alcoholic Beverages and Drugs

The State of Nevada has a zero tolerance for employees who consume alcohol or drugs while on duty, report to work in an impaired condition, or unlawfully possess drugs while on duty, at a work site, or on State property. Per the State's Alcohol/Drug Free Workplace Policy any State employee who is convicted of driving under the influence in violation of NRS 484.379 or of any other offense for which driving under the influence is an element of the offense is subject to discipline up to and including termination if the offense occurred while he was driving a State vehicle or a privately owned vehicle on State business.

Under no circumstances may an NDA employee operate a vehicle while under the influence of intoxicating beverages, drugs or other substances.

Texting

Employees shall not drive a state motor vehicle while using an electronic wireless communications device to write, send, or read a text-based communication. As used in this section "write, send, or read a text-based communication" means using an electronic wireless communications device to manually communicate with any person using a text-based communication, including, but not limited to, communications referred to as a text message, instant message, or electronic mail. For purposes of this section, a person shall not be deemed to be writing, reading, or sending a text-based communication if the person reads, selects, or enters a telephone number or name in an electronic wireless communications device for the purpose of making or receiving a telephone call.

This does not apply to a driver who is:

Receiving messages related to the operation or navigation of a motor vehicle; safety-related information including emergency, traffic, or weather alerts; data used primarily by the motor vehicle; or radio; using a device or system for navigation purposes, and, conducting hands-free wireless interpersonal voice only communication that does not require manual entry, except to activate, deactivate, or initiate a feature or function.

Vehicle Inspection before Driving

Employees who have been individually assigned vehicles or assigned Division personnel in the case of pooled vehicles should routinely check their vehicles to insure proper oil levels, water and antifreeze for radiators, wiper blades, wear on belts, proper tire inflation, foot and emergency brakes, and visual deficiencies.

Report deficiencies discovered through inspection, which are beyond the operators capability to take care of, to their immediate supervisor for referral to the Fleet Manager.

No vehicle and motorized equipment will be operated with a known safety deficiency. If a vehicle has a known safety deficiency all keys to that vehicle/equipment must be turned into the Fleet Manager so that vehicle can be taken out of the Department's fleet until the safety deficiency is repaired.

Safety Equipment and Supplies

Department motor vehicles who regularly travel to rural areas or off road should have the appropriate safety items in the event of breakdowns on the road. The Department recommends carrying the listed "safe seven" items in motor vehicles:

- Cellular telephone or CB radio;
- Flares, reflectors, or other warning devices;
- First aid kit;
- Flashlight;
- Reflective tape; and,
- Blanket

Seatbelts

Seatbelts must be worn at all times in accordance with state law. Do not put vehicle/equipment in motion until all occupants are restrained by seat belts.

Driving Under Adverse Weather Conditions

Employees who drive a Department vehicle during adverse weather conditions must take extreme care to ensure the safety of driver and passengers. Speeds should be consistent to weather conditions with braking distances increased for safety.

Parking and Storage of NDA Vehicles

Employees are responsible for safe and secure storage and parking of vehicles. NDA vehicles shall not be left out on residential streets or highways overnight unless it is necessary due to mechanical failure or emergencies. The assigned driver shall be responsible for any and all fines or towing charges due to improper parking.

Home Storage of Vehicles

It is the policy of the Board of Examiners, that the home storage of State Vehicles be authorized; however, the approval will be limited by individual justification based on convenience and benefit to the State.

The Director is granted the authority to approve home storage of State vehicles for this Department. The Department must retain all documentation relevant to the policy per their Department's records retention schedule. In general, home storage may be authorized only when less costly to the Department or when a Department vehicle must be used by the employee because the vehicle is specially marked or equipped.

Per the Internal Revenue Service (IRS) home storage of a state vehicle may be considered a form of compensation; therefore, the IRS has rules in-place for the home storage of employer owned vehicles.

Home storage of State vehicles may be authorized only if the following apply:

1. The Department verified the justification meets IRS guidelines.
2. The Department is unable to provide adequate, secure storage for the vehicle and, due to special equipment or other circumstances; the vehicle is at substantial risk if not stored at an employee's home during non-working hours.
3. The officer or employee is directed, in writing, by the Director to which the vehicle is assigned, or his/her designee, to keep the vehicle at his/her residence because his/her duties include responding to conditions that regularly require an immediate response.
4. The employee operates out of his/her home.

Note: Per IRS: Any officer that is required to carry a firearm whether in uniform or undercover, in a marked or unmarked vehicle, as long as they are within their jurisdiction are exempt from declaring the use of a State vehicle as income.

Authorization may be given demonstrated, to the satisfaction of the Fiscal Administrator, that it is less costly to the State to assign a State vehicle than to reimburse the employee for the use of his/her personal vehicle. This requirement does not apply for items three and four if the vehicle carries or is equipped with special equipment needed to perform duties directly related to the employee's job and the employee is in an emergency response capacity after normal working hours.

The Director must give written approval for the permanent assignment of vehicles to an employee for home storage and a list of those approvals, with justification, must be submitted to the Director of the Department of Administration on or before January 1 of each year together with a report on the value, for federal income tax purposes, of commuting trips made by employees in State vehicles. In order to have a complete record, a response from the Department is required even if there are no vehicles authorized for home storage. This report will be made on a form designated by the Director of the Department of Administration.

Securing Vehicles

All authorized drivers will ensure that when the keys are removed from a vehicle, all doors and windows are properly secured to prevent theft of contents and/or vehicle theft. Authorized drivers should take every precaution to secure equipment items that are being hauled whether this be inside the vehicle or in the bed of truck or attached the vehicle. Employees may be liable for replacing equipment items that are vandalized, damaged, or stolen if it is found that the equipment items were not properly secured while transporting the equipment items or not properly secured while the vehicle was parked.

The Department will not pay for the replacement of lost or stolen keys or any locksmith services. No copy of Department vehicle key can be made without the Department Fleet Manager's authorization.

Towing

The Fleet Manager can help make arrangements for towing if needed and for transportation of the driver and any passengers to a safe location. All NDA vehicles equipped with a GPS unit have free towing within 25 miles of the vehicles location at the time of the call. Fleet management will provide a laminated card for each vehicle so equipped that will detail the towing procedure. The Haycock Fuel card also has a "roadside assistance" towing program. All employees should program 1-800-975-6240 emergency number into their phones.

Roadside Assistance

As the need arises for roadside assistance other than towing, the employee should use the laminated card for assistance with fuel, flat tire, locksmith service, battery boost, winch services or lost vehicle recovery. If the vehicle is not GPS equipped, then the Haycock assistance number 1-800-975-6240 should be contacted. Should the "customer service" number on the back of the Haycock card be used, you must select option "2".

Vehicle Cleaning

It is the responsibility of all employees to keep the interior of Department vehicles clean and presentable. All trash must be removed from vehicles before they are returned. Vehicles shall be cleaned at regularly scheduled intervals. All employees are required to notify the Department's Fleet Manager if the vehicle is returned in a condition that will require the removal of mud and/or road tars from extended travel in rural areas.

The washing of cars and trucks can be critical to public appearance and vehicle operation and longevity.

Vehicle Misuse and Abuse

The Department Fleet Manager will notify the appropriate Division Administrator and the Department Director of any vehicle/motorized equipment misuse or any abuse. The Division Administrator will investigate and make a determination if any vehicle misuse or abuse has occurred, discuss the complaint with the offender's supervisor, ascertain that all facts are obtained and request appropriate supervisory action.

Use of Personal Vehicles

The Department discourages the use of personal vehicles for official purposes. This use may only be authorized by a Division Administrator if the employee can show they have comprehensive insurance if used for official Department business. The Department will not conduct repair work on private vehicles under any circumstance.

Out-of-State Travel:

Use of NDA state-owned vehicles outside the State of Nevada must be coordinated in advance of the travel with the Fleet Manager and the Fiscal Administrator. Commercial fuel cards issued to the vehicle may not work, and therefor arrangements for fuel and maintenance issues must be coordinated before travel.

VEHICLE TRAVEL LOGS MILEAGE AND MILEAGE TRACKING

All divisions within the Department of Agriculture shall be responsible for tracking mileages, maintenance and vehicle operating budgets within their respective division. Each division shall have a designated employee for vehicle tracking within that division. Fleet Solutions GPS and key fob devices installed in the vehicles will allow for monthly reconciliation of needed information. Fleet Solutions also has the capability for all records retention for mileage, trip logs, maintenance, mpg data, and roadside assistance.

FUEL CARDS

Each Department vehicle has been assigned two (2) fuel cards. New hire employees once they receive their State employee number must get that number o the Department's Fleet manager in a timely manner to ensure that their name gets entered into the gas card system and they are able to then purchase fuel.

NDOT Fuel Card

The ***preferred*** fueling is with the Nevada Department of Transportation fuel card (NDOT) at locations throughout the state. NDOT has facilities throughout the state. Access to facilities may, at times, be limited. NDOT fueling locations can be found at:

http://motorpool.nv.gov/Fueling/FuelingLocations/

The NDOT fuel card is either a solid light blue card with arrows, solid white or a blue card with the PetroVend logo on it. Please follow the instructions below to obtain fuel:

- Swipe card through reader.
- When prompted, key in vehicle mileage and press enter.
- Key in pump number and press enter.
- Remove nozzle and pump fuel.

Haycock Fuel Card

The Haycock Fuel card is part of statewide contract with Thomas Petroleum to provide the following services:

- A card-lock gas/diesel service throughout the state and region
- A fleet card based electronic fuel management system to be used at vendor's and State's dispensing sites. Many sites within the system are privately owned which means they can opt out of the system at any time. If fuel card will not work, this may be the problem. Please drive to another location.
- Lube services at various locations in major metropolitan areas
- Car washes at various locations in major metropolitan areas
- Fuel tank management - either vendor owned or a consignment basis with State entity
- Emergency roadside service as required by using agency
- A web-based reporting and account management system

To obtain fuel at the Haycock (CFN, Flyers) stations:

1. Swipe card through the reader
2. Key in employee number
3. Key in vehicle mileage
4. Key in pump number
5. When reader says connected, pump fuel.

The Department is required to make payments to the contractor net 30 days per the bi-weekly invoicing.

NDOT fueling locations can be found at:

http://purchasing.state.nv.us/Fuel_Card_Lock/fuel.htm

Fuel Card Prohibitions

The following is a list of prohibited uses of the fuel cards:

- Fuel cards are assigned to each individual Department vehicle and are prohibited to be used for any other vehicle than which the card is assigned. Fuel cards, however, may be used to fuel Department equipment items that are being hauled or towed by the individual in possession of a Department vehicle.

- Do not use fuel cards for normal vehicle maintenance or the purchase of auto parts, tires or accessories without the expressed authorization of the Fleet Managers. Employees will be billed for all unauthorized fuel card charges.

Emergency Fuel Purchases/Card not accepted

Employees who require emergency fuel and are unable to use one of the above options will be permitted to purchase fuel and seek reimbursement with a receipt upon returning with the vehicle.

Lost or Stolen Fuel Cards

Lost or stolen fuel cards must be reported immediately to the Fleet Manager.

Fuel Type and Grade

Vehicles are to be operated on the type and grade of fuel recommended by the manufacturer. Using a higher grade than required is an unnecessary fleet operating cost. Regular grade gasoline is recommended for use in nearly every gasoline powered vehicle operated by the Department. The Department will use self-service fuel pumps when available.

VEHICLE MODIFICATION, REPAIR, AND MAINTENANCE

All Department owned and/or leased vehicles must be maintained at a level that either meets or exceeds the vehicle manufactures recommended maintenance schedule. The Fleet Manager shall secure cost effective repair contracts with vendors for routine maintenance and repairs. All non-routine maintenance and any large repairs, must be approved by the Fleet Manager and budget authority must be verified with the Fiscal Administrator or the appropriate budget analyst before any non-routine maintenance or repairs can commence or be performed.

Vehicle maintenance includes inspection, lubrication, adjustments, cleaning, testing and replacing vehicle components which have failed or are on the verge of failure. These actions will be performed in one of two ways:

1. On a scheduled, periodic basis, which is called preventative maintenance (PM) cycle or;
2. On an unscheduled basis, which is referred to as breakdown or unscheduled maintenance.

Preventative maintenance does not require the approval of the Fleet Manager, but still must be pre-approved as an expense before the cost is incurred. Unscheduled or non-routine maintenance does require the approval of the Fleet Manager. All tire purchases must be approved by the Fleet Manager to insure cost effectiveness.

Maintenance and Repair Records

The Department is required to maintain vehicle maintenance and repair records for each vehicle the Department owns or leases. The Department is required to maintain the manufactures maintenance requirements and/or schedules for owned and leased vehicles.

Each division is responsible for assigning a staff member to maintain vehicle maintenance and repair records in the Department's current GPS Telematics/Fleet Management system. These records need to be updated on regular basis and no later than three (3) days from the time a vehicle has been maintained or repaired. Employees are responsible to report any maintenance or repairs to the Division staff member responsible for maintaining vehicle maintenance and repair records. In recommended that all PO's for vehicle maintenance and repairs be routed to that staff person so they can update vehicle records.

Maintenance and Repair Priorities

At times the Department resources for maintaining vehicles and performing repairs may be limited for a given fiscal year. In order to make sure that the Department can keep its operations going the following priority has been given to vehicle maintenance and repair:

1. Public safety vehicles;
2. Food Commodity vehicles;
3. Specialty vehicles for essential Department functions;
4. Preventative Maintenance (On time);
5. Unscheduled Maintenance;
6. Preventative Maintenance (Not on Time);
7. Modifications;

Vehicles Modifications-Need Fleet Manager Approval

Adding, changing, deleting parts, accessories or specific capacities to the Department's vehicles without approval of the Department's Fleet Manager is strictly prohibited.

VEHICLE INCIDENTS AND ACCIDENTS

Accident: Refers to any collision involving a state vehicle with a pedestrian(s), other vehicle(s) and/or other fixed or stationary object(s), whether or not physical damage or bodily injury occurs.

Incident: Refers to non-accident personal injury or physical damage; i.e., vandalism, window or body damage from flying objects, lost or stolen vehicle parts or accessories, vehicle body damage from tire snow chains,

Reporting Vehicle Accident and Incidents While Using a Department Vehicle

In event of an accident or incident employees must:

1. Notify the proper authority, e.g., local law enforcement agency or fire Department, if applicable;

2. Call your supervisor immediately;
3. Supervisor should immediately contact the Agency's Fleet Manager at 775-225-7421.
4. Collect witness statements, names, addresses and phone numbers. Obtain information on the other party's Insurance Company (policy number and name). Use the packet in the vehicle to document witness statements and give the other party the "Self-Insurance Program Information Card". **DO NOT** admit liability. The State of Nevada is self-insured so insurance questions should be directed to the Risk Management Division. Cooperate with the investigating officers as needed.
5. Complete the vehicle accident report – RSK001. A copy should be in the packet in the glove compartment of the Department vehicle. Working with the Fleet Manager, the employee should notify the Risk Management Office as soon as possible and not later than 90 days from the incident date. This form should be filled out as completely as possible and accompanied by three (3) repair estimates.
6. Gather all relevant facts, take photos, tag and preserve any evidence and forward copies to the Tort Claims Administrator as they become available at:

100 N. Carson St.,
Carson City Nevada 89701

And, Risk Management at:

201 S. Roop Street, Suite 201,
Carson City, Nevada 89701

7. Secure and forward to the Risk Management Office any police reports that relate to a claim.
8. Cooperate in the investigation of any claim by the Office of the Attorney General or its contract adjusters

Claims involving another party (that are likely to result in a claim against the state) must also be reported to the Tort Claims Adjuster in the Attorney General's Office.

Supervisors are required to contact their Division Administrator and the Fleet Manager as soon as possible. Vehicle damage should be reported no later than two (2) days of the event.

Mandatory Drug and Alcohol Testing

In January 2012 the Nevada Administrative Code Section 284.888 (3)(a) was amended to allow the State of Nevada to administer drug and alcohol screening for <u>any state employee who is involved in a motor vehicle accident while on State business.</u> <u>If you have a motor vehicle accident while driving an agency vehicle and you seek medical attention for injuries sustained as a result of said accident, then you must take the DAT form found in the packet into the first stop/urgent care where you seek medical attention.</u> Please be advised that refusal of the drug and alcohol testing when seeking medical attention may be grounds for disciplinary action.

Deductibles

Insured Department vehicles are subject to deductibles: $300 for collision losses; $300 for comprehensive losses. The deductible is waived for glass repairs. Deductibles will be waived or reimbursed if the damage was caused by another party and the total amount of the loss is recovered from that party.

Glass Repairs

Many times vehicle glass damage results from things like weather, rocks being thrown up from the roadway, vandalism, etc. This would categorize losses as comprehensive (as opposed to collision) and would make them subject to the $300 deductible. If the damage is such that a repair (rather than replacement) will take care of the problem, agencies are encouraged to make the repair. These repairs usually cost between $30 and $50 and are 100% reimbursable (i.e., no deductible is applied). **Multiple estimates are not required for glass repairs.**

Number of Bids Collision Damage

When a Department vehicle has been damaged in a collision, it is the responsibility of the Fleet Manager to secure three estimates for the repair of the vehicle. The repair must be made at the lowest possible cost and reimbursements will be made accordingly. If the Fleet Manager chooses to make the repairs in-house, the Fleet Manger still must obtain two other competitive bids if Department wishes to be reimbursed.

If Another Party is Liable for the Damage

If a third party is responsible for the damage to a Department vehicle, the Fleet Manager may choose to deal directly with that party/his insurer for the repair of the damaged vehicle. In these situations it may or may not be required to obtain three estimates (i.e. the adverse insurance company may require their own adjuster or appraiser to evaluate the damage to the state vehicle).

This is true whether or not there is comprehensive and collision coverage on the Department vehicle. However, if there is comprehensive & collision coverage on the Department vehicle, Risk Management is available to assist with recovering from at-fault third parties. The loss would be paid and Risk Management would then pursue recovery from the adverse party.

If a full recovery is made from the adverse party, the Department would be reimbursed for 100% of the recovery amount (i.e. the deductible would be waived).

Payment to Vendors/Reimbursements to Agencies

If the Department pays for the entire loss out of its budget, reimbursement can be made directly from Risk Management to reimburse expenses, less the deductible, after receiving proof of repair/replacement and evidence that the invoices have been paid by the Department (e.g. copy of paid invoices, Vouchers Payable, and "3.0" Report, or canceled check).

If the Department chooses to do its own repairs, the Department will be reimbursed for parts only, subject to the usual deductibles. Reimbursements are typically accomplished using a Journal Voucher.

Risk Management can directly pay the vendor In order to do this, it is necessary that they have the original invoice, written documentation from the Department that the work has been completed in an acceptable fashion, and the Department has paid Risk Management the appropriate deductible amount (e.g. $300 per occurrence). Risk Management must have the deductible before we can pay the vendor. The exception to this is when the other party is at fault and Risk Management is confident of recovering the entire amount of the loss from that party. Risk Management will also need copies of the three (3) estimates.

Total Loss Replacements

An insured vehicle will be deemed to be a total loss when the cost to repair it (according to the low estimate) is 90% or more of the Kelly Blue Book (mid-range) actual cash value (ACV). When this is done, Risk Management will hold the ACV amount in an account, which can be used by the Department towards the purchase of another vehicle. Those funds will be transferred to that Department or paid to a vendor upon purchase of the replacement vehicle.

It should be noted that the ACV will be offset by the applied deductible and the high salvage bid. The Fleet Manager is responsible for securing reasonable salvage bids. Vehicles may be salvaged via the State Purchasing Division.

The Fleet Manager must notify Purchasing (to remove the vehicle from the state inventory) and the Attorney General's Office (to delete the vehicle from self-funded insurance coverage) when a vehicle is totaled. If the Department decides to keep a totaled vehicle (usually for parts), then the high salvage bid will still be deducted from any reimbursement that might be due to the Department for the totaled vehicle. If a vehicle has been totaled, it may not be insured for any future physical damage.

If the Department elects not to repair a vehicle which is damaged, but not determined to be a total loss (low repair estimate is greater than 70%, but less than 90% of the ACV), then the Department may apply the amount of the low repair bid to the purchase of a replacement vehicle-if the Department elects to total the damaged vehicle. In these instances the Department may retain either the amount recovered through sale of salvage or the amount which would bring the loss up to the ACV, whichever is less.

Towing and Storage

Towing charges (in conjunction with an insured comprehensive or collision loss) will be reimbursed, subject to the appropriate per claim deductible. Towing should be limited to getting the disabled vehicle to the repair shop or to the closest state facility where it can be stored until such time as a repair can be done or until the vehicle can be sold.

Use of Personal Vehicles to Conduct State Business

When a personal vehicle is used on State business, and is involved in a collision, the employee will need to file a claim with their personal insurance carrier. Risk Management does not insure personal vehicles or reimburse for any collision deductibles.

Rental Vehicles

Vehicles must be rented from companies with whom the Purchasing Division and Fleet Services Division have negotiated overriding agreements. It is not necessary for the Department employees to purchase additional insurance when renting under those agreements as part of the negotiated contract rates, includes insurance coverage. **As such, usage of the negotiated contracts is mandatory.** Any employee renting outside those agreements will be responsible for their own insurance coverage and for any accident claims.

Leased Vehicles

There may be situations where it is in the best interest of the State for the Department to lease a vehicles. When the lease agreement requires that the State insure these vehicles, it is the responsibility of the Fleet Manager to notify the Attorney General's Office of the requirement for insurance coverage on the vehicle. As with State-owned vehicles, the Department must elect physical damage coverage (liability is mandatory) in order to covered for these types of losses. Unless this coverage has been requested by the Department, damage to the leased vehicles will not be paid by Risk Management; all physical damage costs and related expenses will be the responsibility of the Departments.

VEHICLE LOSS

Reporting Vehicle Damage and Loss for Department Vehicles

Employees must immediately report all losses and take prompt action to protect the other vehicles from further damage or loss. In the event that the loss of a vehicle is estimated to exceed $25,000, the Fleet Manager must contact Risk Management within 48 hours.

Employees are required to complete Risk Management's Property Loss/Damage Report form (PROP-01) and forward it onto Risk Management as soon as possible. If the loss involves vandalism, theft, or other criminal activity, a copy of the police crime report should accompany the initial loss report. Losses reported later than 90 days from the date of loss may not be covered.

Losses that result from mysterious disappearance (no signs of forced entry or losses found during inventory) or resulting from known risks that have not been corrected may not be covered. Contested claims compensability determinations can be referred to the Risk Manager for review. The decision of the Risk Manager will be final and binding.

If the claim has been accepted the Fleet Manager starts the repair or replacement process by contacting the appropriate parties.

The Fleet Manager keeps Risk Management informed on the progress of the repair or replacement, including details of the cost. Insurance and Loss Prevention reviews to make the best use of resources and to ensure that proper costs are accounted for and that insurance policy conditions and provisions are being met. Damaged items should not be discarded until you have been given the go-ahead from Risk Management.

Paying for Vehicle Loss

If the Department pays for the entire loss out of its budget, reimbursement can be made directly to the Department from Risk Management, less the deductible, after receiving proof of repair/replacement and evidence that the invoices have been paid by the agency (e.g. copy of paid invoices, Voucher and "3.0" Report, or canceled check).

The Department does have the option of paying the deductible directly to the vendor (although this may create some confusion), leaving Risk Management to pay the balance. However, that is the less preferred option.

*Note: Risk Management will pay the lesser amount of the repair or replacement, excluding any betterment.

In the event of a loss estimated to exceed $25,000, the Fleet Manager must contact Risk Management within 48 hours. Risk Management will contact the State's property insurer, who will dispatch a claims adjuster to the scene.

Damaged property must be retained and all evidence related to the loss preserved until inspected by an adjuster. Property losses must be reported using the Property Loss/Damage Report form available found below; if the loss involves vandalism, theft, or other criminal activity, a copy of the police crime report must also be forwarded to Risk Management. Losses reported later than 90 days from the date of loss may not be covered. Losses that result from mysterious disappearance (no signs of forced entry or losses found during inventory) or resulting from known risks that have not been corrected may not be covered. Contested claims compensability determinations can be referred to the Risk Manager for review. The decision of the Risk Manager will be final and binding.

Personal Property Kept in Department Vehicles

Employees' personal property kept or maintained in a Department vehicles will be considered to be "at their own risk" and to be covered by their own personal insurance.

VEHICLE DISPOSITION AND DISPOSAL

Transfers to another Budget Account

The Department through the Fiscal Administrator must obtain prior written approval from their assigned budget analyst with the Budget Division before transferring a vehicle to another budget account, unless the transfer is included in the Departments legislatively approved budget.

Excessing Vehicle

Excess automotive equipment will be returned for reallocation in the following manner:

1. The Department through written declaration on a Vehicle Turn-in Document must indicate that the vehicle is excess and is to be accompanied by the ownership title.
2. The title should be properly "signed off" by an authorized person.
3. The agency turning in the vehicle will clearly note the mechanical condition of the vehicle with special attention to defects and problems.
4. All license plates, decals, official markings and special equipment (i.e., emergency lights) must be physically removed before the vehicle may be returned for reallocation. Vehicles must contain at least five gallons of fuel.
5. Two complete sets of keys must accompany the vehicle.
6. The Department through the Fleet Manager and the Fiscal Administrator will notify the Attorney General's Office of transfers or changes in disposition of vehicles.

Accounting and Budgeting

Purchase Orders and Invoices

All and purchase orders invoices for auto repairs, parts and services must bear the State "Exempt" license plate number of the vehicle being repaired.

Account Codes

The follow account codes will be used to track vehicles expenses:

7052-Charges paid to the Risk Management Division for vehicle comprehensive/ collision insurance. Schedule calculated by NEBS based on number of vehicles upon the agency's completion of the agency owned vehicle schedule.

7059- Schedule-driven in NEBS through a calculation based on number of vehicles upon the agency's completion of the agency owned vehicle schedule. Payment to AG's Office.

7151-Costs of parts and labor for agency vehicles repaired or serviced by private auto repair shops. Includes costs for towing, alignment, etc.

7152-Diesel fuel

7153-Fuel (gasoline)

7154-7155 Vehicle operation

7156-Vehicle repair and replacement parts

7157-Vehicle supplies – other

7158-Vehicle alternative fuels (CNG, propane)

7159-Vehicle test fuels

Vehicles Purchased within the Current Fiscal Year

All vehicles purchased and any modifications made to that vehicles within the current fiscal year must be coded to Category 05.

POLICY COMMUNICATION:

This policy will be made available to all employees within the Department of Agriculture and to the public.

DIRECTOR'S POLICY AUTHORIZATION:

Jim R. Barbee, Director

9/8/2015
Date

APPROVED BY THE BOARD OF AGRICULTURE ON 9/2/15.
Effective Date