

Pyramid Lake Paiute Tribal Council

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RESOLUTION NO.: PL 99-18

RESOLUTION OF THE TRIBAL COUNCIL OF THE PYRAMID LAKE PAIUTE TRIBE NIXON, NEVADA

WHEREAS, the Pyramid Lake Paiute Tribe is organized pursuant to the provisions of Section 16 of the Indian Reorganization Act (25 U.S.C. § 476) and is federally recognized by the United States Government through the Secretary of the Interior and the Bureau of Indian Affairs; and

WHEREAS, the Pyramid Lake Paiute Tribal Council is the duly elected governing body of the Pyramid lake Paiute Tribe, charged with the responsibility to establish policy and take action to provide direction to all Tribal programs; and

WHEREAS, the Pyramid Lake Paiute Tribal Council adopted Resolution No. PL 46-95 on June 2, 1995 approving the Vehicle Policy; and

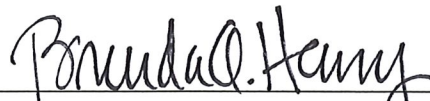
WHEREAS, it is necessary to update the Vehicle Policy, a copy of which is attached to this Resolution.

NOW, THEREFORE BE IT RESOLVED that the Pyramid Lake Paiute Tribal Council hereby rescinds Resolution PL 46-95 and adopts the attached Vehicle Policy and this Resolution as written; and

BE IT FINALLY RESOLVED that any modification or changes to this policy must be made through the same Tribal Council resolution process.

CERTIFICATION

It is hereby certified that the foregoing resolution of the Pyramid Lake Paiute Tribal Council, governing body of the Pyramid Lake Paiute Tribe, composed of ten members, of whom ***nine (9)*** constituting a quorum were present at a meeting duly held on the ***17th*** day of ***August***, 2018 was adopted by the affirmative vote of ***eight (8)*** FOR and ***zero (0)*** AGAINST, with ***zero (0)*** ABSTENTIONS; pursuant to the authority contained in the Constitution and By-laws of the Pyramid Lake Paiute Tribe.



Brenda A. Henry, Tribal Secretary
Pyramid Lake Tribal Council

PYRAMID LAKE PAIUTE TRIBE VEHICLE POLICY

1.0 PURPOSE

The purpose of the Pyramid Lake Paiute Tribe's Vehicle Policy is to define guidelines to maintain and manage vehicle use by all Tribal departments and programs.

2.0 GENERAL GUIDELINES

Drivers are responsible for their own and others' safety. Vehicles shall be operated in a safe manner that demonstrates the driver's knowledge and awareness of laws and regulations when driving a vehicle. Drivers are responsible to maintain vehicles in a clean and safe condition. Vehicle operators will obey all laws, regulations and all Tribal policies and procedures in the operations and maintenance of vehicles.

- a. Tribal vehicles shall be used for Tribal business only. Employees shall not use a Tribal vehicle for personal business or convenience.
- b. Individuals who are not Tribal employees are not to be transported as a rider or passenger in any Tribal vehicle unless the program is designated and approved to transport, i.e. Health Clinic, Social Services. Written approval must be obtained from the department head/supervisor for all non-employee passengers.
- c. Use of a Tribal vehicle between home and work is prohibited.
- d. Drivers shall not use their phone while driving a Tribal vehicle or while driving any other vehicle (rented, leased, borrowed, or their own vehicle) while conducting Tribal business.

Drivers shall comply with all federal, state, and local laws and regulations regarding the use of mobile technology devices including cell phones. Incoming or outgoing cell phone calls, sending or reading text messages, emails, viewing television, videos, or DVD's and inputting data into laptop computers, personal digital assistants or navigation systems; the use of these are prohibited while driving.

- e. No Tribal vehicle is to be parked at a place of residence unless it is advantageous to the Tribe and has been approved by the employee's immediate supervisor (example: when departure or return from travel occurs outside of normal working hours).
- f. Always lock the vehicle before leaving it unattended. Do not leave valuables in an unattended vehicle. If an employee locks the keys in a vehicle, they are financially responsible to get keys out of the vehicle.
- g. Drivers are responsible to immediately notify their supervisor of any mechanical or operational problems with the vehicle.
- h. Drivers are responsible for any fines or penalties resulting from traffic, parking, or other citations. Drivers must report any type of moving violation to their immediate supervisor immediately. Failure to do so within one (1) day may result in disciplinary action up to and including termination.

- i. All occupants of a Tribal vehicle must properly wear seatbelts.
- j. Use of tobacco products, alcoholic beverages, or illegal drugs in Tribal vehicles is prohibited.
- k. Drivers shall not operate a Tribal vehicle while under the influence of alcohol or illegal drugs.
- l. Any driver who fails to follow this policy will be subject to disciplinary action up to and including termination.

3.0 DRIVER QUALIFICATIONS

- a. All drivers must have in their possession a valid driver's license of the state of residence with an appropriate class for the vehicle that is being driven.
- b. Drivers must be an eligible Tribal employee. The exception are the volunteers of the Emergency Response Program.
- c. The employee's name, Social Security number, and a copy of valid driver's license will be sent to the Tribe's insurance carrier and the carrier will conduct a background check on the individual's driving record. If good standing is verified, the driver will be added to the Tribe's coverage. Drivers not included on the insurance coverage will not be allowed to drive any Tribal vehicle.
- d. Employees shall notify their supervisor who will inform Human Resources of any changes to the above qualifications and/or conditions.

4.0 VEHICLE RECORDS

The purpose of keeping vehicle records is to provide verification of operating costs of a vehicle and these records provide documentation for cost reimbursable programs.

- a. Each Tribal vehicle will have a vehicle mileage form within the vehicle to document vehicle usage. The driver is responsible to accurately complete a vehicle mileage form for each use.
- b. Each vehicle mileage form must include the Vehicle Make and Model, License Number, and month and year. The information must be completed for each use and must include:
 - 1. Date
 - 2. Odometer reading before use
 - 3. Odometer reading after use
 - 4. Number of passengers
 - 5. Destination/Activity
 - 6. Program
 - 7. Amount of gallons of gas purchased
 - 8. Drivers initials
- c. All vehicle maintenance must be documented on the Vehicle Maintenance and Repairs form and the department is responsible for ensuring the vehicle is properly maintained.

5.0 ACCIDENTS

In the event of an accident, the driver is responsible to:

- a. Call the police.
- b. Get help for anyone injured.
- c. Secure names, addresses, and phone numbers of all available witnesses and drivers of other vehicles involved.
- d. All accidents must be reported immediately to the immediate supervisor. The supervisor is responsible to gather the information and submit to the Executive Officer who will then notify the Tribe's insurance company.
- e. Drug testing is mandatory following any accidents involving a Tribal vehicle. Post Accident Testing, as outlined in Section 13 of the Tribe's Personnel Policies and Procedures, will be followed.
- f. Accident forms are available in the back of the vehicle log.