

Campus Motor Pool Services FAQs

Who can use a Motor Pool vehicle?

Employees of the State of Nevada can use a Motor Pool vehicle. The driver must have a valid driver's license and must have completed Risk Management's "Defensive Drivers" training course and "Vehicle Employee Acknowledgement Form." You can register for Risk Management's "Defensive Drivers" training at <https://www.unlv.edu/rms> under the "Safety Training" button. You can complete the "Vehicle Employee Acknowledgement Form" at rms.unlv.edu/forms/vehicleuse/

What do I do if I have an accident with a Motor Pool vehicle during work hours?

First, you must contact Highway Patrol right away at 702-486-4100, or by dialing 911 for an emergency. Then, contact Motor Pool immediately after at 702-651-4295.

What do I do if I have an accident after business hours with a Motor Pool vehicle?

First, you must contact Highway Patrol right away at 702-486-4100, or by dialing 911 for an emergency. Take photos of the accident location and any vehicles involved. In your glove compartment, there will be a Risk Management Division "In Case of an Accident" orange envelope with an insurance card and accident form that must be completed. If you are unable to contact a Motor Pool staff person after hours, please contact Motor Pool the next day at 702-651-4295.

Can I take a family member in the Motor Pool vehicle?

No. Because CSN is self-insured, we cannot accept liability for a non-state employee being in our state vehicle.

What can I purchase with the vehicle fuel credit card?

Fuel and a carwash.

Who do I contact if I need to rent a vehicle for state business?

Contact State Motor Fleet Services Division Pool at 702-486-7050.