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**STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
FLEET SERVICES DIVISION**

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MEMORANDUM

March 18, 2020

TO: All Agencies
FROM: Robbie Burgess, Administrator
SUBJECT: Fleet Services Division Temporary Operational Changes in Response to COVID-19

The purpose of this memorandum is to provide clarifying information about services provided by the Fleet Services Division following the all agency memo issued by the Governor's Finance Office regarding travel guidance ([All Agency Memo 2020-08](#)).

As a social distancing measure in response to the COVID-19 situation, the Fleet Services Division has limited the hours of operation and reduced in-person staff in all three locations. **As a result, the division's temporary hours of operation are 7:00 a.m. to 5:00 p.m.**

The following is location-specific information that you should be aware of:

Carson City

Should an agency deem vehicle travel is a mission-critical necessity supporting an essential function, Fleet Services vehicles are available for agency use. There has been no change to that availability. Vehicles will be thoroughly cleaned and sanitized for use.

Las Vegas and Reno

Should an agency deem vehicle travel is a mission-critical necessity supporting an essential function, Fleet Services vehicles are available for agency use. There has been no change to that availability with one exception explained below. Vehicles will be thoroughly cleaned and sanitized for use.

The division has suspended the use of shuttles in Reno and Las Vegas to and from our facilities which specifically affects airport travel. Should an agency deem air travel is a mission critical necessity supporting an essential function; Fleet Services will arrange the use of either Enterprise or Hertz rental cars for airport travelers through the normal [MP-2](#) process.

The health and safety of our customers and fellow employees is our top priority. While COVID-19 is a rapidly changing situation, the division is committed to keeping customers informed and remains confident that it can continue to deliver the same level of customer service.