Automotive Services Resolved Most Findings from the Original Take-Home Vehicle Audit

Audit Department
October 2025

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Background

In July 2023, we audited the County's Take Home-Vehicle Program and identified the following ten findings:

- Driver's license not verified as a standard practice *(High Risk)*
- Unsafe driving not consistently monitored *(Medium Risk)*
- An employee used a take-home vehicle for personal use *(Medium Risk)*
- Department procedures for employees on extended leave were not being followed (*Medium Risk*)
- Discrepancies in take-home vehicle and driver assignments when comparing department records to Automotive records *(Medium Risk)*

Background *(Continued)*

- Two employees who were not current on the required defensive driving course *(Medium Risk)*
- A standard commuting use form was not in place, and some employees were not following commuting usage policies *(Low Risk)*
- Automotive Services was not reviewing vehicle utilization *(Low Risk)*
- Department procedures for employees on extended leave were not being followed (*Low Risk*)
- Former employees and inactive users who retained access to the GPS application and the application's password configuration did not meet County security standards *(Low Risk)*

Objectives

We conducted this audit to determine whether Automotive Services and corresponding departments have implemented corrective action to resolve the original audit findings.

Conclusion

We found that 6 of the 10 original audit findings have been fully resolved while the other 4 have been partially resolved.

Some of the implemented corrective action includes:

- A new telematics monitoring solution with automated safety alerts and driving history

Conclusion *(Continued)*

- Driver's license verification process for take-home vehicle applications
- Proposed language updates to the administrative guidelines that cover take-home vehicles
- A standardized commuting usage form
- Establishment of a written vehicle utilization procedure

Corrective Action Status

Original Audit Finding	Status
Employee Driver License Not Verified as Standard Practice (High Risk) – In the original audit, the County did not have a process to verify whether an employee with a take home vehicle had an active driver’s license. This included during the initial take home vehicle application and subsequent renewal.	**Fully Resolved.** Automotive Services has updated the take home vehicle application to include a field where an applicant's immediate supervisor verifies that the applicant is in possession of an unexpired driver's license. This new supervisor review is included in both the initial and renewal take-home vehicle applications.

Corrective Action Status *(Continued)*

Original Audit Finding	Status
Unsafe Driving Behavior Not Being Monitored and One Sampled Driver Had a Poor Driving Score (Medium Risk) - In the original audit , driver safety scorecards - generated by the GPS software - were not being monitored by departments. We found one driver with poor driving behavior with above average harsh braking and speeding.	**Fully Resolved.** Automotive has implemented a new GPS vehicle monitoring solution. The software provides automated safety alerts. Department vehicle coordinators were also trained on how to use the built-in safety driving reports. We tested 6 drivers for unsafe driving behavior and found no exceptions.

Corrective Action Status *(Continued)*

Original Audit Finding	Status
One Employee Used a County Vehicle for Personal Use. Stops Made by Some Employees Could Not Be Verified (Medium Risk) – In the original audit we found one Family Services employee who used a take home vehicle for personal use during the workday. In addition, Public Works could not provide support for 4 stops and Family Services also could not provide support for 2 stops made by 2 different employees.	**Fully Resolved.** Automotive Services has proposed changes to Administrative Guideline Number 6 that requires departments to monitor for non-de minimis usage. We selected 4 consecutive pay periods between May 2025 and July 2025 and 5 employees. This corresponded to135 days of driving activity. We found all stops to be business appropriate.

Corrective Action Status *(Continued)*

Original Audit Finding	Status
Policies and Procedures for Employees on Leave Are Not Being Followed (Medium Risk) - In the original audit we found 6 instances where Family Services could not provide support for temporarily re-assigned vehicles while an employee was on leave. As such, we could not verify that the vehicle was not being driven by the employee while on leave.	**Fully Resolved.** Automotive Services has proposed changes to Administrative Guideline Number 6 that requires departments to implement procedures when an employee is on extended leave, including turning in their vehicle key. We identified 4 employees with take-home vehicles who were on extended leave. We agreed department documentation and GPS data to confirm the vehicle was not driven by the employee while on leave.
One Department Has No Procedures for Monitoring Take-Home Vehicles (Medium Risk) - In the original audit, Clark County Fire did not have procedures for monitoring take home vehicles.	**Fully Resolved.** Clark County Fire has implemented a procedure to monitor their take home vehicle fleet for improper usage.

Corrective Action Status *(Continued)*

Original Audit Finding	Status
Departments Are Not Notifying Automotive Services of Changes in Vehicle Assignments (Medium Risk) – In the original audit, we found that departments were not consistently communicating vehicle assignment changes to Automotive Services. As a result, there were several discrepancies in vehicle classification and unit number assignments when comparing department records to Automotive Service's Take Home Vehicle Master Log.	**Partially Resolved.** Automotive Services reminds departments to notify them of any vehicle or driver assignment changes in the approval memo that all departments received. We selected 3 departments representing 134 of the198 take home vehicles in the automotive master log. Of the 134 tested drivers/ vehicle assignments, there were 3 discrepancies. Because of this we consider this finding partially resolved. However, we do not offer additional audit recommendations, as Automotive Services has made sufficient progress in implementing corrective actions.

Corrective Action Status *(Continued)*

Original Audit Finding	Status
Two Employees with Take-Home Vehicle Were Not Current on the Defensive Driving Course Requirement (Medium Risk) - In the original audit, we identified two employees who were not current on defensive driving (*a requirement for driving a county vehicle*). These employees subsequently completed training during the audit.	**Fully Resolved.** Automotive Services now receives a weekly Success Factors report indicating defensive driving course status for all employees. They use this to verify that a take home vehicle applicant is current on the course requirement. We tested 20 employees and found them all to be current on defensive driving.

Corrective Action Status *(Continued)*

Original Audit Finding	Status
Employees are Not Following Commuting Usage Policies (Low Risk) - In the original audit, We found: • no standard commuting usage verification form; • 3 commuting use submittals where we were unable to verify submission timeliness • 1 employee who did not report commuting usage. • Minor discrepancies in commuting usage reporting and benefit calculation.	**Partially Resolved.** Since the original audit, Automotive Services has implemented a standard commuting usage form with a submission date field and examples of reportable commuting events. In addition, they have proposed language to Administrative Guideline 6 that indicates that departments shall implement a process to verify the accuracy of commuting usage report. During testing we found that all forms were submitted on time. However, we found three minor variances totaling $7.50. We believe that implementation of a review prior to submittal to the Comptroller's Office will fully resolve this issue. We do not offer additional audit recommendations, as Automotive Services made sufficient progress in implementing corrective actions.

Corrective Action Status *(Continued)*

Original Audit Finding	Status
Automotive Services is not Reviewing Vehicle Utilization (Low Risk) - During the original audit we found that Automotive Services had not performed a take home vehicle utilization analysis since fiscal year 2020, Automotive Services stopped analyzing vehicle utilization due to the COVID-19 pandemic and had not restarted the review as of the time of the original audit (*July 2023*)	**Partially Resolved.** Since the original audit, Automotive Services has developed written policies and procedures for performing an annual vehicle utilization analysis. Automotive Service indicated that a utilization analysis was done in FY24 however documentation was not available. Automotive Services believes the documentation may have been lost because of staff turnover. We do not offer additional audit recommendations, as Automotive Services has made sufficient progress in implementing corrective actions.

Corrective Action Status *(Continued)*

Original Audit Finding	Status
Separated Employees and Inactive Users Retained Access to the GPS Application (Low Risk) - In the original audit we found: • 2 former employees with access to the GPS software. • 30 users that had not logged into GPS within the past 60 days but still retained access • No Formal Policy for Reviewing Access to the Application. • Password complexity/expiration configuration for the GPS software did not meet Clark County Technology Directives	**Partially Resolved.** Automotive has moved to a new telematics monitoring solution .We performed testing and found that all previous issues (related to the GPS software) have been resolved except for the password change frequency. The new application meets the County's password complexity requirement but does not have a password expiration setting. As such, passwords do not expire. Automotive is preliminary stages of exploring whether it can configure a single sign-on option to meet the County's password change frequency requirement. We do not offer additional audit recommendations, as Automotive has made sufficient progress in implementing corrective actions.

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