

Joe Lombardo
Governor



Joy Grimmer
Director

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Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
FLEET SERVICES DIVISION
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MEMORANDUM

March 31, 2026

TO: All State Agencies, NSHE, and LCB

FROM: Robbie Burgess, Administrator

SUBJECT: Expanded Fleet Services Division Hours of Operations

As you may be aware, employees arriving at either Reno-Tahoe International Airport or Harry Reid International Airport after our regular business hours have been unable to access Fleet Services Division vehicles for the past several years. To keep in line with Governor Lombardo's Strategic Initiatives and to address this issue, the Fleet Services Division will implement expanded operating hours of 6:00 a.m. to 7:00 p.m., effective May 4, 2026.

These expanded hours will not only reduce overall travel costs for the State of Nevada but will also enhance the level of service provided to our customers by allowing the Fleet Service Division to offer the use of state-owned vehicles during our expanded business hours.

The Department of Administration's Fleet Services Division is not eliminating the use of Enterprise or Hertz. There will continue to be circumstances where their services will be needed, such as vehicle rental requests outside of our expanded operating hours, on weekends or during state holiday travel. The Fleet Services Division will continue to send customers a rental confirmation email for all vehicle reservations, whether the vehicle is state-owned or rented through Enterprise or Hertz; the only change is our expanded hours of operation.

If you have any questions, please contact the Fleet Services Division at one of our three locations. Contact information for the Las Vegas, Carson City, and Reno offices can be found on the Fleet Services Division website at https://motorpool.nv.gov/Contact/Contact_Hours_and_Location/.