



RECEIVED BY CLERK
Circuit & County Courts
Miami-Dade County, Florida
12:33 pm, 09/21/2022
CLERK OF THE BOARD

Miami-Dade Aviation Department
P.O. Box 025504
Miami, FL 33102-5504
<http://www.miami-airport.com>

OPERATIONAL DIRECTIVE NO. 18-02

Last Amended: September 27, 2018

Effective Date: October 6, 2022

SUBJECT: ELECTRIC CART USE IN THE MIA TERMINAL

PURPOSE AND SCOPE: To establish a policy to govern the use and operation of electric and low speed utility type vehicles within the Miami International Airport (MIA) terminal building and to provide guidance for the safe operation of these vehicles through the establishment of operating standards, rules and procedures.

I. AUTHORITY:

- A. Miami-Dade County Code, Chapter 25, Aviation Rules and Regulations.
- B. Operational Directive 99-02 – Miami-Dade Aviation Department Written Directive System.
- C. Operational Directive 99-03 – Miami-Dade Aviation Department Written Directive System.

II. DEFINITIONS:

- A. Cart: Any type of conveyance that is powered by an electric motor including, but not limited to, golf carts, utility carts and other low speed vehicles.
- B. Operator: Any person authorized by his or her employer to operate a cart within the terminal in the course of executing his or her job duties at MIA.

III. POLICY:

Electric carts in operation within the MIA terminal are to be authorized by the Miami-Dade Aviation Department through an annual registration process, evidenced by an annual decal, for the purposes of monitoring and restricting the number of carts in operation. This policy was established in order to enhance the safety of passengers and visitors of MIA and to reduce the structural impact caused by cart use throughout the terminal. This policy establishes cart operating standards, cart authorization requirements and cart owner/operator responsibilities.

IV. REGISTRATION AND FEES:

Effective, January 1, 2019, all carts authorized for use in the Terminal building must be registered annually. On a calendar year, no later than December 31, all carts for use in the terminal effective

Operational Directive No. 18-02

Effective: October 6, 2022

January 1 of the new year, shall be registered, evidenced by an annual decal, from the Terminal Operations Division. A terminal cart registration form and an annual fee, as set forth by the Board of County Commissioners and as established under the Department's Schedule of Rates, Fees and Charges, is due at the time the carts are registered and annually thereafter. Decals received in the registration process must be affixed to each cart in a visible location and annually renewed as long as the cart remains authorized for use in the terminal. Terminal Operations agents will be responsible for the continuous monitoring of authorized decal carts within the terminal and assuring operating standards as outlined are adhered to by cart owners and operators.

V. STANDARDS FOR OPERATING CARTS:

The following rules apply to the operation of carts throughout the terminal building:

- A. Carts must be operated in a responsible, safe, and courteous manner at all times and should not be used in a way that may endanger passengers, occupants or other individuals or that may cause damage to the facility. The Department reserves the right to recover the cost of damages caused by the operation of carts from cart owners.
- B. The use of electric carts for the convenient transit throughout the terminal is strictly prohibited under this policy. Carts authorized for use are for established business purposes and shall adhere to those purposes.
- C. Carts equipped with all-terrain tires cannot be used in the terminal building.
- D. At all times, cart operators must proceed cautiously, at a slow speed, observing the pedestrian right of way. Accelerated cart speeds are prohibited.
- E. Cart operators must remove the key from the ignition when carts are not in use.
- F. The use of cart horns or sirens is limited to Emergency Purposes only. Emergency purposes are defined as emerging situations where immediacy is required as an individual(s) safety is at risk.
- G. Carts must not carry more than the capacity specified by the manufacturer's guidelines or more passengers than seating provided. Flat beds should not be used for passenger transport, unless designed for such purpose.
- H. All individuals must remain seated when the cart is in motion.
- I. Passenger luggage or other items being transported must be properly secured to prevent such from shifting or falling from carts in motion.
- J. Use of headphones, ear-buds, or cellular phones while operating a cart is prohibited.
- K. No cart will be permitted beyond the rotunda near gate D-10 unless such use is in response to an emergency. Wheelchairs must be used for transport of disabled passengers to gates beyond this point.

Operational Directive No. 18-02

Effective: October 6, 2022

- L. When not in use, carts are to be parked away from passenger traffic areas, where public visibility is minimized. In the event cart parking becomes a concern, the Department shall implement its right to designate NO CART PARKING areas throughout the terminal.
- M. Repairs and/or maintenance of carts will not be allowed within the terminal building.
- N. The Electric Cart Safety Information Acknowledgement Form (Attachment A) must be completed by a company official attesting that the Department's policy and standards for operating carts has been communicated to each employee designated to operate a cart. The form must be completed annually during registration and submitted to the Terminal Operations Division.
- O. Carts authorized for terminal operation shall be maintained in good working condition with clean exterior and interior appearance. Non-operational carts or carts not being used for extended periods should be removed from the terminal building.

Failure to adhere to cart operating requirements provides for the issuance of a civil citation and associated fines. The Department also has the right to suspend or revoke the operator's cart use privileges as follows:

- First Infraction – A warning citation will be issued to the cart owner via official notification.
- Second Infraction – The cart owner will be issued a fine via official notification.
- Third Infraction – The cart owner will be issued a letter of revocation of vehicle use until further notice via official notification.

The Department reserves the right to impose further corrective action as deemed appropriate.

VI. AMENDMENTS:

The Department reserves the right to amend this OD at any time and from time to time.

VII. REVOCATION:

Revocations and removal of established Operational Policies requires written justification by requesting division management for review and concurrence by the MDAD Professional Compliance Division. Upon written concurrence, the revocation request will be submitted, by Professional Compliance, for approval by the Aviation Director. Should the written directive be an Operational Directive, the authorized revocation justification will be sent to the Clerk of the Board for filing with the original Operational Directive under revocation. All approved revocation justification memoranda shall be posted to the Written Directives Log to identify why the directive has been revoked to maintain ongoing operational accountability.

VIII. SEVERABILITY:

If any court of competent jurisdiction determines that a provision of this OD is illegal or void, the remainder of this OD shall continue in full force and effect. If such court rules that any charge, fee, or security deposit requirement is illegal or void, the Aviation Director is authorized and directed to

Operational Directive No. 18-02
Effective: October 6, 2022

impose a charge, fee, or security deposit requirement that complies with the court order or applicable provisions of law, which shall become effective on the date of imposition and shall continue until modified by the Miami-Dade County Board of County Commissioners.

IX. EFFECTIVE DATE:

This OD shall become effective 15 days subsequent to its filing with the Clerk of the Court as Clerk of the County Commission. This OD shall remain in effect until revoked or amended.

Approved By:



Ralph Cutié, Aviation Director

Date: 9/19/22

Attachment A - Electric Cart Safety Information Acknowledgement Form



Electric Cart Safety Information Acknowledgement Form

Company Name: _____

Company Representative Name: _____

Title: _____

Contact Number: _____

By signing below I acknowledge that:

- 1. I have read the Miami-Dade Aviation Department Operational Directive 18-02, Policy on Electric Carts in the Terminal Building.***

- 2. I understand the terms and conditions of the standards for operating carts set forth by the policy and these requirements will be communicated to employees who have been designated to operate a cart.***

_____ Date _____
Company Representative Signature