

Departmental Standard Operating Procedure (DSOP)

DSOP No. 23-01

Effective: September 28, 2023

SUBJECT: USE OF MIAMI-DADE AVIATION DEPARTMENT VEHICLES

PURPOSE and SCOPE: To establish a uniform policy and procedures for the use and care of Miami-Dade County vehicles operated by Miami-Dade Aviation Department (MDAD or the Department) employees.

I. AUTHORITY:

- A. Operational Directive No. 99-03, Aviation Department Written Directive System.
- B. Departmental Standard Operating Procedure No. 00-01, Departmental Standard Operating Procedures.
- C. Chapter 25-1.2 Miami-Dade County Code, Chapter 25 Miami-Dade Aviation Department Rules and Regulations.
- D. Administrative Order 6-2: Assignment, Operation, Acquisition and Disposal of County Vehicles.
- E. Implementing Order 6-8: Use of Cellular Telephones and Similar Wireless Devices while Operating County Vehicles.
- F. Implementing Order 8-6: Prohibition on Smoking and the Use of Electronic Cigarettes and Other Nicotine Dispensing Devices in All County Enclosed Indoor Workplaces.
- G. Department Standard Operating Procedure No. 08-01, Accidents Involving County Vehicles, County Property and Persons.

II. DEFINITIONS:

- A. Assigned Vehicle – a vehicle which has been allocated to a specific Division of the Department for business purposes.
- B. Assigned Take-Home Vehicle – a vehicle for which an employee has been granted written permission by the Aviation Director and Miami-Dade County Mayor, or designee, via the Twenty-Four Hour Vehicle Assignment Request Form, to take the vehicle between the Department and their residence daily.
- C. County – Miami-Dade County

Departmental Standard Operating Procedure

DSOP No. 23-01

Effective: September 28, 2023

- D. Department Vehicles – Miami-Dade County owned vehicles and equipment
- E. MDAD – Miami-Dade County Aviation Department
- F. Pool Vehicle – vehicles assigned to a location that are available for general check-out by Department employees for daily use.

III. POLICY:

Miami-Dade County vehicles are to be used solely for conducting official County business and are prohibited from being used for personal purposes. Department employees are responsible for the proper and safe operation of the County vehicle as outlined in this and Miami-Dade County policy and in accordance with all State and County laws and regulations. Drivers shall not engage in any actions which would distract from the safe operation of the vehicle including use of a cellular telephone. Only active Miami-Dade County employees with a valid Florida driver's license, or a valid Commercial driver's license as applicable, are authorized to operate a County vehicle. Non-County employees must obtain annual authorization from the Director of the Internal Services Department, Risk Management Division, to use County vehicles.

Non-compliance with the rules and guidelines outlined in this policy may result in disciplinary action up to and including dismissal from County service.

IV. GUIDELINES FOR USING VEHICLES:

A. General Use:

1. Department vehicles may be utilized to transport other County employees as passengers if all passengers are on official County business.
2. Non-County employees may be transported in MDAD vehicles as passengers if the party is involved in County related business and prior approval has been granted.
3. It is the responsibility of each Division to confirm, at least semiannually, that employees operating Department vehicles have a valid driver's license. Employees operating a Department vehicle must notify their supervisor immediately if their driver's license is suspended or no longer valid. Failure to immediately disclose this information may lead to administrative action, including dismissal.
4. Department vehicles are a direct reflection of Miami-Dade County and MDAD and as such should portray a neutral and professional appearance. Accordingly, employees are prohibited from defacing Department vehicles by adding or affixing any personal item to the vehicle. Items include, but are not limited to, stickers, license plates, flags, window tinting, political or personal propaganda, etc. Additionally, no personal items should be inside the vehicle that contain a political or personal message, to include but not limited to: caps/hats, cups/mugs, signs, clothing, or any other item displaying political or personal messages.

Departmental Standard Operating Procedure

DSOP No. 23-01

Effective: September 28, 2023

5. Department vehicles are not to be used for personal errands. This includes, but is not limited to, travel to one's home, restaurants, or stores for personal purposes. It is Division management's responsibility to periodically monitor assigned Department vehicle activity, at least quarterly, by randomly selecting at least 10%, or at a minimum five (5) vehicles (whichever is greater), for improper usage.
6. Use of pool and shared vehicles requires a record of the employee's name using the vehicle and the date of use, purpose of the trip, beginning and ending vehicle mileage, the destination, time returned, and vehicle condition specifically noting if damage needs to be reported.
7. Vehicles that are not in use during a shift and/or overnight should remain parked at the corresponding Division's base of operation in a secure area. Keys to all vehicles are to be stored securely. Department vehicles should not be left throughout the airport property without authorization.

B. Safety

1. Employees are to operate vehicles in compliance with traffic laws and State rules and regulations, including but not limited to, the use of safety belts.
2. Smoking in the vehicle and the use of cell phones while operating Department vehicles is prohibited.
3. When vehicles are unattended, keys must be removed, windows closed, and the vehicle locked. Vehicles must always be secured.

C. Maintenance and Repair

1. Prior to operation, employees should, at a minimum, inspect the vehicle for the following, properly affixed Sunpass decal, new dents and scratches, properly inflated tires, working lights, operational windshield wipers, maintenance warning lights, and if fluids are leaking from the vehicle. All vehicles are to be kept clean and free of personal items.
2. Employees must report all maintenance issues to the MDAD Mobile Garage immediately.
3. Employees involved in an accident while operating a Department vehicle are required to adhere to DSOP 08-01, Accidents Involving County Vehicles, County Property, and Persons.

D. Twenty-Four Hour Vehicles

1. Due to the exposure and liability associated with Twenty-Four Hour Vehicles, only positions with a justified need based on the duties and responsibilities within the Department will be considered for a take-home vehicle.

Departmental Standard Operating Procedure

DSOP No. 23-01

Effective: September 28, 2023

2. Requests should be made using the Miami-Dade County Twenty-Four Hour Vehicle Assignment Request Form. This form must be completed and renewed on an annual basis prior to September 30th, as required by Miami-Dade County Administrative Order 6-2.
3. Only the employee and vehicle listed on the approved Twenty-Four Hour Vehicle Assignment Form may have that assigned vehicle parked at their residence on a regular basis. Twenty-Four Vehicles are to return to the Department's base of operation when the employee is on a scheduled absence from work, i.e., vacation.
4. Department employees who have an approved permanent Twenty-Four Hour assigned Vehicle shall not transport other County employees to and from work.

E. Pool Vehicles

1. The Department's vehicle pool lot is located at Building 3030 on the east side of the visitor's parking lot. Pool vehicles may be signed out at the Administrative Fleet Management/Mobile Garage Section, located on the 2nd floor.
2. Employees checking out a pool vehicle must provide a valid State of Florida driver's license to the administrative staff responsible for overseeing operations of the pool vehicles.
3. Use of pool and shared vehicles requires a record of the employee's name using the vehicle and the date of use, purpose of the trip, beginning and ending vehicle mileage, the destination, time returned, and vehicle condition specifically noting if damage needs to be reported.
4. Pool vehicles must be kept clean and inspected for damages prior to departing and upon returning the vehicle.
5. It is the responsibility of the vehicle operator to refuel the vehicle if the gauge indicates a less than half-tank fuel level upon return.
6. Pool vehicles and keys are to be returned by end of day to the pool lot and completed vehicle use records are to be returned to the administrative staff responsible for the lot.

V. EXCEPTIONS:

The Aviation Department Director may override this policy in the event of an emergency, such as a hurricane or natural disaster.

VI. ENFORCEMENT:

1. MDAD does not accept any liability when actions are in violation of this policy.

Departmental Standard Operating Procedure

DSOP No. 23-01

Effective: September 28, 2023

2. Employees who violate this policy may be subject to appropriate administrative action as defined and deemed appropriate by the MDAD Human Resources Division and Department Management.

VII. AMENDMENTS:

The Department reserves the right to amend this operating policy at any time based on current law, Miami-Dade County policies and operating needs.

VIII. REVOCATION:

Revocations and removal of established Department policies requires written justification by requesting division management for review and concurrence by the Department's Aviation Regulatory Compliance and Audit Division (ARCA). Upon written concurrence, the revocation request will be submitted, by ARCA, 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 Department's Written Directives Log to identify why the directive has been revoked to maintain ongoing operational accountability.

IX. SEVERABILITY:

If any court of competent jurisdiction determines that any provision in this policy is illegal or void, that provision shall be nullified, and the remainder of this policy 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 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.

X. CROSS REFERENCES:

Administrative Order 6-2, Assignment, Operation, Acquisition, Maintenance and Disposal of County Vehicles

DSOP 08-01, Accidents Involving County Vehicles, County Property, and Persons

Approved By:



Ralph Cutié, Aviation Director

Date: 9/28/23