



Departmental Standard Operating Procedure (DSOP)

DSOP No. 21-03

Effective: 9-24-2021

SUBJECT: USE OF PERSONAL VEHICLES WHILE ON DUTY

PURPOSE and SCOPE: To establish the Miami-Dade Aviation Department's (MDAD) policy regarding the use of personal vehicles while on duty or to conduct official business on behalf of the Department and/or Miami-Dade County.

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, Maintenance and Disposal of County Vehicles
- E. Administrative Order 6-3, Use of Private Vehicles
- F. Miami-Dade County Procedures Manual, Procedure 712, Safe Driving Rules

II. POLICY:

The use of a private vehicle while on duty to perform, and/or execute work responsibilities is prohibited. Using a private vehicle to transport employees between work locations or assignments is also not allowed. The Department provides vehicles to meet the operational needs of each Division and employees are to use these vehicles for this purpose. This policy is intended to protect the employees, the Department, and Miami-Dade County from potential financial liability in the case of an automobile accident, regardless of fault.

Exempt employees attending official meetings or activities in fulfillment of their job responsibilities may use their private vehicle if such use is approved in advance by their immediate supervisor. Exempt employees using a personal vehicle must also ensure a valid automobile insurance policy is maintained when such is used for business purposes.

III. ENFORCEMENT:

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

IV. 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.

V. REVOCATION:

Revocations and removal of established Department policies requires written justification by requesting division management for review and concurrence by the Department's 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 Department's Written Directives Log to identify why the directive has been revoked to maintain ongoing operational accountability.

VI. 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.

Approved By:



Ralph Cutié, Aviation Director

Date:

9/24/21