

MIAMIBEACH CITYWIDE PROCEDURE	DATE ISSUED: JUNE 1999	Page: 1 Of: 15	SEQUENCE NUMBER: HR.03.01
	DATE UPDATED: JANUARY 2016		
	SUBJECT: CITY VEHICLE ASSIGNMENT, OPERATION AND MAINTENANCE		
	RESPONSIBLE DEPARTMENT: HUMAN RESOURCES		

I. Purpose:

The purpose of this administrative procedure is to provide guidelines for the assignment, operation and maintenance of City vehicles, and reporting vehicular collisions.

II. Statement:

A City-owned vehicle is a noticeable agent of the City of Miami Beach and therefore, its appearance and condition must always reflect favorably upon the City.

All personnel assigned vehicles shall exercise good judgement while operating them and shall not drive or park in a manner to cause unfavorable comments or discredit the City. All traffic laws and regulations shall be obeyed.

Use of a City vehicle is a privilege, not an automatic fringe benefit or employment right. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

Vehicle assignments are reviewed yearly and are subject to change at any time at the City Manager's sole discretion.

Employees may be ineligible to be assigned City vehicles if they have been involved in two (2) or more preventable collisions in City vehicles within a twelve (12) month period, while suspended from duty, or are on light duty status that precludes them from driving. In addition to vehicular collisions, consideration shall also be given to number of other traffic citations, moving violations or other violations known to the City.

III. Assignment of Vehicles:

A. Department Assignments

A department will determine the number of vehicles necessary for its employees to carry out their job responsibilities. Additionally, it is each department director's responsibility to conduct an annual review of vehicle requirements to determine the appropriate vehicle inventory.

B. Individual Vehicle Assignment (Not Take Home)

City employees requesting assigned full-time vehicles must complete a ***Request for City Vehicle or Allowance Form*** (Fishtank: Form Central: Human Resources/City Vehicle Request Form & Log), demonstrating they meet the following:

MIAMIBEACH CITYWIDE PROCEDURE	DATE ISSUED: JUNE 1999	Page: 2 Of: 15	SEQUENCE NUMBER: HR.03.01
	DATE UPDATED: JANUARY 2016		
	SUBJECT: CITY VEHICLE ASSIGNMENT, OPERATION AND MAINTENANCE		
	RESPONSIBLE DEPARTMENT: HUMAN RESOURCES		

1. Job assignments and tasks require employees to spend at least fifty percent (50%) of on-duty time in the field; and,
2. Assignments require immediate response to job-related situations while on duty; and,
3. The department director agrees with the identified needs and has budgeted for the expense.
4. Employees must keep a **Vehicle Use Log** indicating all vehicle use, available for review at any time.

C. Take-Home (Twenty-four Hour) Assignments

There are positions in which the employee's duties and responsibilities require the use of a vehicle on a twenty-four hour basis. The City Manager has the authority to determine which employees will be issued a take home vehicle. Requests for an assignment of this type should be made by the department director to the City Manager using the ***Request for City Vehicle or Allowance Form***. Upon approval, the Fleet Division will assign the vehicle. Employees with take-home vehicles shall secure their vehicles to minimize exposure to vandalism or other damage (remove keys from the ignition, close all windows, secure all exposed equipment and compartments and lock all doors).

Any employee assigned a City vehicle on a 24-hour basis is ineligible for a car allowance. (City Vehicle Policy, revised 01/03)

The City Manager shall have the sole authority to assign, deny, suspend, or remove any employee from the City "take-home" vehicle program.

Some considerations for issuing a twenty-four hour vehicle are:

1. Meet all the criteria under the previous section (individual vehicle assignment) for full-time on-duty vehicle use;
2. Job classification or position is subject to "after-hours" call-outs on short notice requiring a response. The frequency of after-hours response for work requirements should be sufficient to indicate a realistic need for the vehicle on an ongoing basis. This frequency should average no less than four (4) times per month over a calendar year.

Liability and Insurance- City employees will be liable for at-fault collisions in City take-home vehicles when outside the course and scope of their employment. This includes, but is not limited to, traveling to and from work/worksites. In the event a claim for damages is made against the City and/or employee, payment of damages and litigation expenses are the employee's responsibility. City funds shall not be used to pay for damages under these circumstances.

MIAMI BEACH CITYWIDE PROCEDURE	DATE ISSUED: JUNE 1999	Page: 3 Of: 15	SEQUENCE NUMBER: HR.03.01
	DATE UPDATED: JANUARY 2016		
	SUBJECT: CITY VEHICLE ASSIGNMENT, OPERATION AND MAINTENANCE		
	RESPONSIBLE DEPARTMENT: HUMAN RESOURCES		

Prior to receiving the keys to a vehicle, employees are required to sign a memo acknowledging that they are responsible for any collisions that occur while driving their City take-home vehicle outside the scope of their employment. It is required that employees purchase "non-owned" vehicle riders as part of their personal automobile coverage. Once a car has been issued, employees who fail to maintain the required insurance in force and continue to drive the take-home vehicle may be subject to having the privilege revoked and disciplinary action pursued, as appropriate.

Taxation- According to federal tax regulations, take-home vehicles with the exception of clearly marked Police and Fire vehicles and unmarked vehicles used by law enforcement officers, must be taxed as income. Take-home vehicles are taxed on a bi-weekly basis, and the deduction reflected on the employees' paychecks. Contact Payroll in the Finance Department with any questions regarding this matter.

Take-home vehicles may only be used for personal use with written authorization from the City Manager. Such authorization will be filed in the employee's personnel folder.

D. Temporary Vehicle Use

If employees do not meet the minimum requirements for full-time vehicle assignments they may be assigned shared vehicles or have access to a pool vehicle for the time during which City-business related travel is needed.

If "shared vehicles" or pool cars are not available, employees may elect to use their personal vehicles and submit requests for mileage reimbursement to the division or department directors.

Employees who use their personal vehicle for City business must provide evidence of insurance, in amounts required by the State of Florida, to the Risk Manager for approval.

E. Vehicle Allowances

Vehicle allowances may be substituted for vehicle assignments. The allowance is provided on a bi-weekly basis and reflected on the employees' paychecks. The City Manager determines the amount of the vehicle allowance and makes changes as necessary.

All employees requesting a vehicle allowance must complete a ***Request for City Vehicle or Allowance Form***. Once the City Manager has approved the request, the allowance will be processed.

MIAMI BEACH CITYWIDE PROCEDURE	DATE ISSUED: JUNE 1999	Page: 4 Of: 15	SEQUENCE NUMBER: HR.03.01
	DATE UPDATED: JANUARY 2016		
	SUBJECT: CITY VEHICLE ASSIGNMENT, OPERATION AND MAINTENANCE		
RESPONSIBLE DEPARTMENT: HUMAN RESOURCES			

Any employee given a vehicle allowance is ineligible to use a City Vehicle. Exceptions, if any, must be approved by the City Manager. (City Vehicle Policy, revised 01/03)

IV. Operation of Vehicles:

City vehicles are to be operated in a safe, responsible, and courteous manner at all times. The following shall be adhered to:

1. Employees shall not operate City vehicles or heavy equipment after the consumption of any amount of alcoholic beverages and/or use of illegal or controlled substances;
2. Employees shall not operate City vehicles when their ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication;
3. Employees shall not carry any alcoholic beverages or any illegal substance in their assigned City vehicles.
4. City vehicles and heavy equipment shall not be left running while unattended. This prohibition shall not apply to public safety employees whose duties require constant operation of the vehicles;
5. Employees shall remove keys from the ignition, close all windows, secure all exposed equipment and compartments and lock all doors while City vehicles are unattended; and
6. City vehicles and/or heavy equipment shall be operated in a manner that ensures maximum life expectancy of the vehicle/heavy equipment.

A. Drivers Other Than City Employees

Only City employees are authorized to drive or operate City vehicles. Permission for an exemption of this requirement must be obtained, in writing, from the City Risk Manager.

B. Passenger Restrictions While Operating City Vehicles

City vehicles may be used to transport other City employees as passengers if both employees are on official City business. Non-City employees may be transported if involved in furtherance of official City business, and permission has been granted in advance by the department/division director.

City employees, who have twenty-four hour assigned vehicles, shall not transport non-city employees in assigned vehicles without written authorization by the City Manager.

MIAMI BEACH CITYWIDE PROCEDURE	DATE ISSUED: JUNE 1999	Page: 5 Of: 15	SEQUENCE NUMBER: HR.03.01
	DATE UPDATED: JANUARY 2016		
	SUBJECT: CITY VEHICLE ASSIGNMENT, OPERATION AND MAINTENANCE		
	RESPONSIBLE DEPARTMENT: HUMAN RESOURCES		

C. Use of Vehicles for Out-of-City Business

If City vehicles are needed for out-of-City business, a department may choose to use one of its assigned vehicles; have the employees drive their vehicles and submit requests for mileage reimbursement; or request authorization to use rental vehicles. Employees must have an approved travel request to obtain a gasoline card from the Fleet Management Division.

Due to liability restrictions, City vehicles may not be used out of state on City business without the express written permission of the department director, Risk Manager, the Fleet Management Division Director, and ultimately the City Manager. Allow at least ten (10) days to obtain such approvals.

D. Use of Rental Vehicles for Approved Travel

Employees may obtain authorization from their department directors and the City Manager to use rental vehicles for approved travel.

Employees must contact the Procurement Department to access the approved vendor list for rental vehicles.

The City's approved rental car vendor will complete an agreement for each travel request based on previously approved terms and condition, which will include full coverage insurance.

Employees are not to negotiate any changes to the terms and conditions of the rental agreement. Please refer to the ***Travel on City Business Procedure*** (#OD.20.01) for specific instructions on travel.

E. Off Road Vehicle (ORV) Use

Employees are explicitly **prohibited** from operating motor vehicles on the beach, or unpaved park areas. Exceptions to this rule are listed below:

1. The Public Works' vehicles are required to access to parks and beaches to perform various aspects of work.
 - a) All Public Works vehicles shall enter and depart the park at the access point nearest to where the work will be performed.
 - b) Prior to entering the park, vehicle headlights and overhead flashing lights (if so equipped) and flashers shall be turned on.
 - c) Speed in the parks (including the beaches) shall be limited to 10mph, unless a slower speed is posted.

MIAMI BEACH CITYWIDE PROCEDURE	DATE ISSUED: JUNE 1999	Page: 6 Of: 15	SEQUENCE NUMBER: HR.03.01
	DATE UPDATED: JANUARY 2016		
	SUBJECT: CITY VEHICLE ASSIGNMENT, OPERATION AND MAINTENANCE		
	RESPONSIBLE DEPARTMENT: HUMAN RESOURCES		

- d) Pedestrians always have the right of way. Employees need to be especially mindful of children and pets that may dart into traffic.
- e) Be on alert for people lying, standing or walking in the parks or on the beaches.
- f) Traffic cones (orange, at least 18" high) must be placed at the front and rear of vehicles when parked in the parks or beaches.
- g) Prior to re-entering the vehicle, employees shall walk completely around the vehicle, remove the cones while checking for children, pets, or people lying on the ground anywhere near the vehicle.
- h) Cellular phones or hand-held radios may not be used while operating motorized vehicles in a park or on the beach.
- i) Laws applicable to vehicle use on paved roads in the State of Florida apply to ORV use in parks and beaches.
- j) Containers of any alcoholic beverages are prohibited in ORVs.
- k) Use of seatbelts is required.
- l) Reckless driving (e.g., cutting circles) is prohibited.

- 2. **Event Producers** are granted access to our parks/beaches through the Office of Tourism, Culture and Economic Development Department. These Event Producers must obtain a Vehicle Access Permit from the Office of Tourism and Cultural Development in order to drive their vehicles in City parks/beaches.

Access to City parks for official business is dependent upon following guidelines stated herein:

- a. Golf-cart or gator use is highly recommended.
- b. Lower the pressure on all tires (the softer the sand the lower the pressure needed). Generally drive with 20-25 lbs. pressure in the tires. When returning to paved roads, re-inflate the tires to normal pressure as soon as possible.
- c. Prior to entering a park, vehicle headlights and overhead flashing lights (if so equipped) and flashers shall be turned on.
- d. Speed at parks shall be limited to 10 mph, unless a slower speed is otherwise posted.
- e. Pedestrians always have the right of way. Be especially mindful of children and pets that may dart into traffic.
- f. Be on alert for people lying, standing or walking in the park or on the beach.
- g. Traffic cones (orange, at least 18" high) must be placed at the front and rear of vehicles when parked in the park.
- h. Prior to re-entering the vehicle, walk completely around the vehicle, remove the cones as you check for children, pets or people lying on the ground anywhere near the vehicle.

MIAMI BEACH CITYWIDE PROCEDURE	DATE ISSUED: JUNE 1999	Page: 7 Of: 15	SEQUENCE NUMBER: HR.03.01
	DATE UPDATED: JANUARY 2016		
	SUBJECT: CITY VEHICLE ASSIGNMENT, OPERATION AND MAINTENANCE		
	RESPONSIBLE DEPARTMENT: HUMAN RESOURCES		

- i. Cellular phones or hand-held radios may not be used while operating any type of motorized vehicle in a park.
- j. Laws applicable to vehicle use on paved roads in the State of Florida apply to ORV use in parks and beaches. A current driver's license, valid vehicle registration and license plate are required to operate OVRs. Containers of any type of alcoholic beverages are prohibited in OVRs (e.g. golf carts or gators).
- k. Use of seatbelts is required.
- l. Do not hang out of golf-carts or gators or sit on the tailgate or roof.
- m. Reckless driving (e.g., cutting circles) is prohibited.

F. Possession of a Valid Florida Driver License

All City vehicle and heavy equipment operators are responsible for possessing and maintaining a valid Florida Driver's License, with the proper applicable endorsement(s), if required. Additional requirements from Federal and State regulators may apply to operators of specialized vehicles such as emergency vehicles, commercial motor vehicles and heavy equipment.

Employees authorized to operate City vehicles or heavy equipment are required to immediately inform their supervisor if their drivers' licenses are cancelled, invalid, expired, restricted, suspended or revoked. Upon becoming aware of the situation, the supervisor must immediately notify the department/division head and the Human Resources Assistant Director. The employee's failure to inform a supervisor of such a situation may also result in disciplinary action up to and including termination.

An employee whose driver's license is a job requirement and has had it cancelled or revoked no longer meets the requirements of his/her job and shall be subject of disciplinary actions up to and including termination.

A supervisor who knowingly permits an employee to operate a City vehicle or heavy equipment with an invalid, cancelled, expired, restricted, suspended or revoked license may also be subject to disciplinary actions up to and including termination.

G. Driver's License Check

On a quarterly basis, the Fleet Management Division shall verify the validity of driver's licenses for all City employees.

The Fleet Management Division will notify each department director and appropriate personnel in Human Resources, in writing, of any employee who has a deficiency with his/her driver's license. Employees whose jobs require a valid driver's license no longer meets the requirements of their

MIAMI BEACH CITYWIDE PROCEDURE	DATE ISSUED: JUNE 1999	Page: 8 Of: 15	SEQUENCE NUMBER: HR.03.01
	DATE UPDATED: JANUARY 2016		
	SUBJECT: CITY VEHICLE ASSIGNMENT, OPERATION AND MAINTENANCE		
	RESPONSIBLE DEPARTMENT: HUMAN RESOURCES		

jobs and shall be relieved of duty, on their own time, until the deficiency has been cured. Failure to maintain a valid driver's license makes them unqualified to perform the job they were hired to do. Employees shall not be allowed to operate City vehicles while there are deficiencies with their driver's license.

The employee shall be responsible for providing written proof that the deficiency has been cured and the license is valid. Employees with an invalid driver's license shall have their parking privileges suspended at all City facilities until proof of corrective action has been submitted and accepted.

An employee's immediate supervisor may request the employee to provide proof of a valid driver's license at any time prior to the operation of any City vehicle or equipment.

H. Adherence to Traffic Regulations

Employees operating City vehicles and/or heavy equipment shall obey all municipal, county, state and federal traffic regulations at all times.

Employees authorized to drive a City vehicle shall notify their department/division head within one (1) calendar day of being issued a traffic violation, including parking citations.

Within two (2) calendar days of an arrest, employees shall provide written notification to the Human Resources Director using the required form (HR.18.01)– ***Arrests, Indictments and Convictions Policy*** for driving under the influence (DUI) or any other criminal offense.

Any and all other citations received while conducting official City business, regardless of who owns the vehicle, issued within the boundaries of the City of Miami Beach shall be reported to the Director of Human Resources within 72 hours of issuance. Such reports shall include: (1) the employee's name; (2) classification; (3) department/division where employee works; (4) telephone number or email address where the employee may be reached; (5) name of the person who issued the citation; and (6) reason for the citation.

I. Safety Requirements

All operators and passengers of City vehicles shall use the vehicle seat and lap belts, if the vehicle is so equipped. Any employee injured in a crash and found not to have been wearing such protection may have his/her workers' compensation benefits reduced as allowed by Florida Statute §440.09(4). Airbags may not be rendered inoperable on vehicles

MIAMIBEACH CITYWIDE PROCEDURE	DATE ISSUED: JUNE 1999	Page: 9 Of: 15	SEQUENCE NUMBER: HR.03.01
	DATE UPDATED: JANUARY 2016		
	SUBJECT: CITY VEHICLE ASSIGNMENT, OPERATION AND MAINTENANCE		
	RESPONSIBLE DEPARTMENT: HUMAN RESOURCES		

so equipped. Doing so may lead to disciplinary action, up to and including termination.

Non-emergency responders driving City vehicles should not use cellular phones or radios while in traffic. Employees should pull off the road to make or receive calls.

J. Vehicle Inspection

The vehicle/equipment operator is the first line of defense against unexpected breakdowns and repairs. Vehicles must be inspected by the operator prior to each use to ensure that safety features and systems are in safe operating condition and free of any damage or defect. Employees are responsible for reporting any safety deficiencies or mechanical problems to the Fleet Management Division immediately upon detection. Failure to do so may result in the driver being held responsible for the damage and/or condition of the vehicle.

The following vehicle systems should be monitored by the driver:

- Vehicle safety items (e.g., tire pressure and wear, wipers, horn, brakes, steering, etc.).
- Vehicle drivability items (e.g., misfire, rough idle, etc.).
- Vehicle body (e.g., glass, body damage, cleanliness, etc.).
- Vehicle miscellaneous repair items (A/C, windows, etc.).

No vehicle shall be put into service until defects and/or safety violations have been corrected. If body damage is discovered, the employee must report it to his or her immediate supervisor, and complete the **Found Damage Report** ([file:///miamibeach.gov/files/shared/cms/public/hr/Forms Central HR/Found%20Damage%20Report%20Form.pdf](file:///miamibeach.gov/files/shared/cms/public/hr/Forms%20Central%20HR/Found%20Damage%20Report%20Form.pdf)) The supervisor, with the assistance of the Fleet Management Division staff, will determine the operability of the vehicle prior to allowing the vehicle on the road.

K. Altering Vehicles

City vehicles may not be altered in any way without first obtaining written approval from the department director. All approved alterations must be coordinated through the Fleet Management Division.

No City vehicle shall have any stickers, posters, signs or any other similar attachment placed on or affixed to them unless a previous written approval or directive has been issued by the department director.

MIAMIBEACH CITYWIDE PROCEDURE	DATE ISSUED: JUNE 1999	Page: 10 Of: 15	SEQUENCE NUMBER: HR.03.01
	DATE UPDATED: JANUARY 2016		
	SUBJECT: CITY VEHICLE ASSIGNMENT, OPERATION AND MAINTENANCE		
	RESPONSIBLE DEPARTMENT: HUMAN RESOURCES		

Employees shall continue to follow procedures outlined in the City's ***Automatic Vehicle Equipment Location System (AVLS) Procedure (AVLS Procedure FL.01.01)*** and are prohibited from electronically/physically blocking or interfering with the operation of a vehicle's AVLS device. Police staff must also adhere to their ***AVLS Procedure – (SOP#069)***.

The City Manager has the sole authority to approve or deny the installation of window tinting in a vehicle. Any requests to install window tinting, including supporting medical justification, shall be submitted in writing by the department head to the City Manager.

L. Smoking

Smoking in any City vehicle is prohibited.

M. Fleet Fuel Card

The City implemented a fuel card program through a third party vendor, for use, when in the City's best interest, by Police, Fire, Parks and Recreation, and other authorized departments. The fuel card can be used to refuel at retail locations, other than the Fleet Management fueling facility at Terminal Island, and is intended to reduce time away from duties and increase employees' productivity, who will be able to fuel their vehicles at locations closer to their assigned posts.

Employees authorized to use the fuel card shall continue to follow procedures outlined in the City's Fleet Fuel Card Program Usage Procedure. Fuel card users are responsible for the security of their personal identification number (PIN) and shall not share such PIN with others. The fuel card shall not be used for the purchase of personal items, food, cash advances, or unauthorized fuel grades. These purchases will be considered abuse and subject employees to having fuel card privileges revoked and subjected to disciplinary action up to and including termination. Other than motorcycle patrol vehicles, requiring premium grade fuel, the fuel card shall not be used for the purchase of mid-grade, premium, or super unleaded gasoline grade fuels except under extreme circumstances or emergency conditions, when regular unleaded gasoline is not available. Such extreme circumstances or emergency conditions shall be recorded and made available to the Fleet Management Division or department director upon request.

All vehicles shall be maintained at no less than one half (1/2) tank of fuel.

MIAMIBEACH CITYWIDE PROCEDURE	DATE ISSUED: JUNE 1999	Page: 11 Of: 15	SEQUENCE NUMBER: HR.03.01
	DATE UPDATED: JANUARY 2016		
	SUBJECT: CITY VEHICLE ASSIGNMENT, OPERATION AND MAINTENANCE		
	RESPONSIBLE DEPARTMENT: HUMAN RESOURCES		

V. Maintenance of Vehicles

A. Responsibilities for Scheduled Maintenance

The Fleet Management Division operates a preventive maintenance (PM) program that results in a PM schedule for each vehicle or motorized equipment. PM schedules are provided with reasonable advance notice to vehicle/equipment operators and their supervisors.

In order to properly maintain the operating integrity and safety of vehicles and equipment, operators and their supervisors must comply with these scheduled PM services.

VI. Vehicle Collisions

A. Employee's Responsibilities

Employees involved in any vehicle collision when operating a City vehicle, irrespective of fault or severity, shall:

1. If injuries are involved, call 911 for medical attention;
2. Call the appropriate law enforcement agency, and wait on the scene for their arrival;
3. Notify their immediate supervisors, or their department/division contacts if unable to reach their supervisors;
4. Complete the **Vehicle Collision Report Form** (file:///miamibeach.gov/files/Shared/CMS/public/hr/Forms_Central/HR/Vehicle%20Collision%20Report.pdf) that day, or the next business day. If you are injured, complete First Report of Injury via CareMC;
5. Obtain the Police Report Case Number;
6. If possible, take photos of the damage to the City's vehicle and any other property damage.
7. Present him or herself, accompanied by the supervisor or designee, at the authorized center for post-accident alcohol/drug testing.
8. Within 48 hours of the collision, present the vehicle to the Fleet Management facility located at 140 MacArthur Causeway, for inspection and appraisal of damages.

B. Supervisor's Responsibilities

1. Notify department/division director and safety officer of the collision, and proceed to the scene, or send a representative.
2. Without interfering with emergency personnel on scene, provide assistance to City employee involved in the collision, gather

MIAMI BEACH CITYWIDE PROCEDURE	DATE ISSUED: JUNE 1999	Page: 12 Of: 15	SEQUENCE NUMBER: HR.03.01
	DATE UPDATED: JANUARY 2016		
	SUBJECT: CITY VEHICLE ASSIGNMENT, OPERATION AND MAINTENANCE		
	RESPONSIBLE DEPARTMENT: HUMAN RESOURCES		

- names and phone numbers of any witnesses, take photographs of the scene;
3. Immediately contact the Human Resources Department at 786-251-7024 for instructions on post-collision drug/alcohol testing;
 4. Obtain the Police Report Case Number;
 5. Complete the ***Supervisor's Report of Collision Form*** ([file:///miamibeach.gov/files/shared/CMS/public/hr/Forms Central HR/SUPERVISOR'S%20REPORT%20OF%20COLLISION.pdf](file:///miamibeach.gov/files/shared/CMS/public/hr/Forms%20Central%20HR/SUPERVISOR'S%20REPORT%20OF%20COLLISION.pdf)) and First Report of Injury via CareMC entry (if necessary);
 6. Forward all forms and related documents/photos to Risk Management Division within 24 clock hours of the collision. Accompany the employee to the authorized center for post-accident alcohol/drug testing.
 7. Provide or ensure the employee has transportation after testing. Employees should not be permitted to drive until the results of the post-collision drug/alcohol tests have been reported.
 8. Confirm that the vehicle has been presented to Fleet Management for inspection and appraisal within 48 hours of the collision.

VII. Collision Review Committee

The Collision Review Committee shall review the paperwork related to each vehicle collision, determine the cause, and if actions could have been taken by the operator to avoid or lessen the severity of the collision. This procedure applies to all City departments, except the Police Department, who has its own (SOP#075) – Departmental Collision Review Committee.

Safety Officer

1. Serves as the Chair for the Committee and schedules monthly meetings.
2. Provides Committee members, in advance of meetings, with the information and documentation on all collisions involving City-owned or controlled vehicles reported to the Risk Management Office in between meetings.
3. Maintains the records of the Committee's decisions regarding evaluations of preventable, non-preventable and incidental occurrences as part of the record of each individual collision.
4. Informs the applicable Assistant City Manager, Department Director and Human Resources Assistant Director for Labor and Employee Relations every time the Committee determines a collision was preventable.

Committee

MIAMI BEACH CITYWIDE PROCEDURE	DATE ISSUED: JUNE 1999	Page: 13 Of: 15	SEQUENCE NUMBER: HR.03.01
	DATE UPDATED: JANUARY 2016		
	SUBJECT: CITY VEHICLE ASSIGNMENT, OPERATION AND MAINTENANCE		
	RESPONSIBLE DEPARTMENT: HUMAN RESOURCES		

Meets monthly to review collisions involving City-owned or controlled vehicles reported to the Risk Management Office. The Committee shall review all available information and, if desired, will interview the driver and witnesses. The Committee is comprised of the Safety-Officer, Fleet Division Director, Human Resources Assistant Director, Police AIU Officer (Accident Investigative Unit), and Union Representatives from AFSME, IAFF, CWA and GSAF, as appropriate.

1. After thoroughly reviewing a collision, the Committee will determine whether the collision was preventable, non-preventable or incidental on the part of the City driver. The Committee will only consider facts concerning the collision in question.
2. Findings by the Committee will be made by a vote of the members present after sufficient discussion.
3. No action will be taken by the Committee on a non-preventable collision, nor will such findings be considered in subsequent reviews involving the same driver.
4. If the Committee decides a collision was preventable, the Committee Chair will submit a memo of Notification of Findings and Recommendations to the appropriate Assistant City Manager and Department Director, the Human Resources Director and the driver within five (5) business days of the meeting.
5. The Committee will make recommendations, such as training, equipment changes, or disciplinary action as the Committee deems appropriate.
6. The Committee will review driving records of individual employees and make recommendations to management when driving privileges should be suspended or revoked.

Department/Division Directors

1. Notifies the Risk Management Office, no later than one business day after any vehicle collision.
2. Allows the driver involved in the City vehicle collision to appeal the decision of the Collision Review Committee by requesting to appear before the Committee with any additional information. If the driver is covered by a collective bargaining agreement, he/she has the right to bring his/her representative of choice to the appeal hearing.
3. Reviews the Committee's recommendations and any supporting documentation.
4. Communicates the Committee's recommendations to the employee.
5. Acts upon the Committee's recommendations, if appropriate.
6. Communicates to the Human Resources Director what action will be taken pertaining to the Committee's recommendations. If deviating from the Committee's recommendations, provides an explanation as to the reason for the deviation.

Fleet Manager Director

1. Follows procedures outlined in the City Vehicles Administrative Procedure, and any other City and/or departmental procedure dealing with vehicles.
2. Conducts driver's license checks.
3. Maintains records of drivers involved in collisions, including revocation of driving privileges.

MIAMI BEACH CITYWIDE PROCEDURE	DATE ISSUED: JUNE 1999	Page: 14 Of: 15	SEQUENCE NUMBER: HR.03.01
	DATE UPDATED: JANUARY 2016		
	SUBJECT: CITY VEHICLE ASSIGNMENT, OPERATION AND MAINTENANCE		
	RESPONSIBLE DEPARTMENT: HUMAN RESOURCES		

4. Performs vehicle damage assessment and calculates repair costs.
5. Provides Risk Management Office with cost estimates to repair vehicle damage.

Human Resources Director or Designee

Advises the Committee upon request.

Redress:

Disciplinary actions, resulting from Committee recommendations, are subject to the grievance procedures outlined by the applicable collective bargaining agreement.

Prepared by:

Gylenid Crespo-Taluk 1-6-16
Director, Human Resources

Reviewed by:

[Signature]
Internal Auditor

Eric Carpentier
Director, Public Works

[Signature]
Director, Fleet Management Division

[Signature]
Assistant City Manager

Approved by:

[Signature]
City Manager

1/29/16
Date

MIAMIBEACH CITYWIDE PROCEDURE	DATE ISSUED: JUNE 1999	Page: 15	SEQUENCE
	DATE UPDATED: JANUARY 2016	Of: 15	NUMBER: HR.03.01
	SUBJECT: CITY VEHICLE ASSIGNMENT, OPERATION AND MAINTENANCE		
	RESPONSIBLE DEPARTMENT: HUMAN RESOURCES		

VIOLATION OR NON-COMPLIANCE WITH VEHICLE ADMINISTRATIVE PROCEDURE

Any violation or non-compliance with the requirements and responsibilities of this administrative procedure may result in suspension of driving privileges, the revocation of an employee's take-home vehicle privilege, or disciplinary action including termination.

By signing below, I acknowledge that I read and understand the information contained in the City's Vehicle Administrative Procedure.

Employee Name (Print)

Employee Signature

Date