

**POLICY NUMBER:**  
**APM-3-99**

ISSUED BY:

**Pedro G. Hernandez**  
City Manager

SIGNATURE

# CITY OF MIAMI



## ADMINISTRATIVE POLICY

### CITY VEHICLE ASSIGNMENT, OPERATION, MAINTENANCE, ACQUISITION AND DISPOSAL

DATE:

**CREATED/  
REVISED**

**DATE(S)**

Created	08/19/99
Revised	04/30/03
Revised	10/27/06

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#### Purpose:

To provide uniform standards and procedures for the proper assignment, use, and maintenance of all City vehicles (excluding police and fire first responder emergency vehicles).

Effective this date, this Administrative policy supersedes all previous directives relating to this subject.

#### The Policy will be as Follows:

The conducting of City business often requires the use of a City vehicle. It is the responsibility of each department head to determine the appropriate number and type of vehicle(s) necessary to meet their operational requirements.

Departments and employees using City vehicles are responsible for the proper use, maintenance, and safe operation of the vehicle as outlined in this administrative order.

#### I. Assignment of Vehicles:

- A.** It will be the responsibility of each department head to determine the number of vehicles necessary for its employees to carry out their job duties and responsibilities.
- B.** It is each department's responsibility to conduct an annual review of their vehicle inventory and driver assignments to determine the appropriate vehicle inventory and submit a list to the Director of General Services Administration "G.S.A."
  1. List shall include: vehicle information, driver information, odometer mileage reading, and assignment type.

2. List shall be submitted no later than the second week of January of each calendar year and shall be reconciled with the current inventory by the G.S.A. Fleet Management Division.
  - a) Discrepancies shall be verified and reconciled with user department.
- C. The using Department Director must forward a completed Motor Vehicle Assignments form – GS/FM 307 to the Department of G.S.A. for review by the Fleet Manager for each proposed new vehicle assignment or any change to an existing vehicle or driver assignment. This form must include the user Department Director's signature and be filled out in its entirety.
- D. The Department of G.S.A., Fleet Management Division will review each vehicle request and evaluate the equipment or vehicle type to be provided that is necessary to meet the intended operational need. If the requesting department disagrees with the determination proposed by the Fleet Management Division or the Director of G.S.A., the City Manager shall make the final determination.
  1. Once a vehicle assignment is approved, the Fleet Management Division shall record and update the fleet database as necessary.
  2. A copy of the approved Motor Vehicle Assignment form shall be returned to the originating department.

## II. Vehicle Assignments – Categories and Criteria:

- A. **Pool Vehicles:** Assigned and managed by the Department of General Services Administration for general use by City employees.
  1. Pool vehicles are intended to be used by various City employees during the course of a regular business day to conduct official City business.
  2. Department Directors shall ensure that the department's pool vehicles are utilized in the most cost effective manner possible and solely for City business purposes.
  3. There will be car pool sites established for City of Miami employees. Examples of these locations are: the MRC and the Fleet Section of the G.S.A. Department. All sites will adhere to the same policies and procedures. They are as follows:

- a) Car availability will be between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday.
- b) Any employee planning to use a pool vehicle should give prior notification at least twenty (20) minutes.
- c) The employee must submit written authorization (i.e., memorandum or e-mail) from their Department Director and proper identification upon the retrieval of the vehicle. The employee's City I.D. and a valid Florida Drivers License are necessary in order for the vehicle to be released. A Vehicle Condition Form must be filled out and signed by the employee prior to receiving the vehicle. The employee should be aware that photocopies may be made of their City I.D. and Florida Drivers License.
- d) It is the car pool representative's responsibility to keep a daily log of all pool vehicles loaned out on that particular day.
- e) The car pool representative and the employee will inspect the vehicle for damages prior to it being released and after it is returned. Damages will be noted on the Vehicle Condition Form before the car leaves the lot. If there are no damages, that will be noted as well. Upon return of the car, if there are damages that were not there prior to the car being loaned out, the car pool representative will take pictures of the damage and note damages on the Vehicle Condition Form which will be signed by the driver.
- f) The employee using the loaner must place their initial on the Vehicle Condition Form next to the drawing of the car agreeing to the condition of the vehicle at the time of the loan.
- g) On the Vehicle Condition Form, the fuel level will be noted. Vehicles shall never be returned with less than  $\frac{1}{4}$  tank. Vehicles can be refueled at 1390 N.W. 20<sup>th</sup> Street. Additionally, mileage in and out will be captured on the form and entered by the car pool representative.

**B. 8-Hour Vehicles:** Assigned to an employee in a department or division at the discretion of the using Department Director.

1. 8-Hour vehicle assignments are justified when an employee must use a vehicle for 70% of the employee's work shift on a daily basis in order to effectively conduct City business.

**C. 24-Hour Vehicles:** Assigned to an employee in a City department or office at the discretion of the Department Director, with approval from the City Manager.

1. Vehicle is assigned to a City employee on a continuous twenty-four (24) hour basis and the employee is allowed to commute to and from work in the City vehicle.
2. The 24-hour vehicle assignments are based on the individual needs of a department and must be justified and approved by the using Department Director and must have written approval from the City Manager, except as provided for in a bargaining unit labor agreement.
3. Any request for additional 24-hour assigned vehicle(s) that is in excess of those provided for in bargaining unit labor agreements, will require the approval of the City Manager.
4. All 24-hour car assignments must be reviewed by the using Department Director and an updated list to be submitted to the Department of G.S.A. no later than the second week of January of each calendar year.
5. The assigned driver of a 24-hour vehicle shall be required to keep and maintain a vehicle call-back log as provided by the user department. This log will be used in the annual review of 24-hour assignments by the using department.
6. Twenty-four hour vehicle assignments will not be approved for employees whose primary residence exceeds a 35-mile radius from the using department.
7. Use of any 24-hour vehicle for personal business or convenience is prohibited.

### **III. Operation of Vehicles:**

In addition to City of Miami Administrative and Labor Management Policies, the following standards and procedures shall be adhered to:

#### **A. General:**

1. A valid Florida Drivers License is required in order to operate any City vehicle or on-road motorized equipment.
2. The Department of Risk Management shall conduct annual driver license reviews to ensure that all employees who drive a City vehicle have a valid Florida Drivers License. In addition, City of Miami LMP-5-82 – Valid Florida Drivers License Requirement must be adhered to.
3. Any employee whose operator license and/or endorsement(s) are revoked, suspended, or restricted in any way by the State of Florida shall notify his/her supervisor immediately. Should the employee fail to notify their department of a suspension, revocation, or restriction in writing, he/she shall be subject to disciplinary action up to and/or including dismissal.
4. Only City employees are authorized to drive or operate City vehicles.
5. City employees are responsible for the proper care and maintenance of said vehicle.
6. City vehicles may be utilized to transport City employees on official City business.
7. Upon the approval of Risk Management, employees with take-home car privileges may car pool to and from work with other City employees.
8. Non-city employees may be transported in City vehicles only if they are participating in a City program or are involved in City related business. Non-city personnel may not be transported outside of Miami-Dade County without the written approval of the Director of Risk Management.
9. The use of City vehicles for personal business or convenience is prohibited with the exception of those employees identified as “First Responders” in the Fire-Rescue Department.

10. Department heads are responsible for ensuring that all policies relating to use, maintenance, and operation of vehicles are adhered to.
11. Smoking in any City vehicle is prohibited.
12. Electronic devices such as cell phones, pagers, digital assistants, laptops, and other electronic communication devices should only be used when the vehicle is not in motion. If a driver decides it is safe to use such a device while driving, it is with the understanding that negligent drivers will be held accountable when distracted driving results in injury, accident, and/or property damage, etc.

**B. Use of City Vehicles for Extended Travel:**

1. City of Miami Administrative Policy – Travel on City Business (APM-1-77) must be adhered to.
2. City vehicles must be inspected by the Department of G.S.A., Fleet Management Division at least one week in advance of the extended travel date.

**C. Markings and Equipment:**

1. All City vehicles shall bear permanently attached official City of Miami seals, lettering, and/or markings. Magnetic or removable City of Miami seals or markings are not acceptable. Employees removing and/or making alterations to permanently affixed seals will be subject to disciplinary action.
2. Stickers, decals, or personalized license plates of any kind shall not be added to any City vehicle without written authorization from the City Manager.
3. No additional or add-on equipment or accessories shall be installed or added to any City vehicle without the expressed written consent of the using Department Director and the Director of G.S.A..

**D. Miscellaneous**

1. All City employees authorized to drive City vehicles may be required to participate in a Defensive Driving Course as determined by the Department of Employee Relations.

2. Employees with City vehicles involved in preventable accidents may be required to participate in an approved Defensive Driving Course.
3. Employees operating City vehicles shall be required to adhere to all traffic laws and City regulations governing safety, use, and maintenance of equipment.
4. City of Miami Administrative Policy APM-2-78 – Parking of City Vehicles on official business must be adhered to.

#### **IV. Maintenance of Vehicles:**

- A. The Fleet Management Division shall operate a preventative maintenance program and provide departments with monthly reports listing all light fleet vehicles, except for Police, due (or overdue) for scheduled preventative maintenance. Preventive maintenance intervals shall be every 5,000 miles.
- B. The Department of Police shall adhere to the maintenance requirements in accordance to the current Fraternal Order of Police, Lodge No. 20 labor agreement, as it pertains to vehicles assigned to bargaining unit members.
- C. In addition to complying with the preventative maintenance schedule, employees are also responsible for performing periodic checks of tire pressure and fluid levels and for reporting any mechanical problem immediately upon detection.
- D. Loaner vehicles shall be available on a first-come, first-serve basis for temporary use while the assigned vehicle is in for repairs. Loaners must be returned within one (1) business day after notification that the regularly assigned vehicle is ready for pick up.
- E. Loaner vehicles must be returned to the Department of G.S.A., Fleet Management administrative office and loaner vehicles cannot be re-loaned to another City employee by the borrower.

#### **V. Vehicle Acquisition and Replacement:**

- A. The Fleet Management Division shall be responsible for developing and implementing a retirement schedule based on a replacement analysis, unless otherwise stipulated by existing labor agreements or policies.
- B. Replacement of general fleet vehicles shall be through the Department of G.S.A. "Fleet 15-Point Replacement" procedure. Replacement policy shall

factor age, mileage, and maintenance costs as criteria for vehicle replacement.

- C. All vehicle replacements are subject to available funding.
- D. The Fleet Management Division shall advise the corresponding Department Director in writing of the determination that the vehicle must be retired from service.
- E. Upon the Fleet Management Division's determination that a vehicle should be retired, the vehicle shall be sold at auction or disposed of through the proper legislative action.
- F. Departments that are in need to purchase additional new vehicles must identify their department's funding and obtain approval from the Fleet Management Division for said purchase(s).

#### VI. Vehicle Utilization:

- A. The Fleet Management Division will review vehicle utilization through mileage reports at least once per year or as deemed necessary by City administration. This process will identify City vehicles that are under-utilized on a consistent basis for a period of time.
- B. Meetings will be held with Department Directors to discuss under-utilized vehicles assigned to their department and to determine the need for the vehicle. Inadequate justification will result in the reassignment or elimination of said vehicle from the department's inventory by the G.S.A. Fleet Manager.
- C. Mileage accrued commuting to and from the workplace to the employee's residence will not be counted.
- D. In the event the using department and the G.S.A. Fleet Manager cannot reach consensus on the need for a vehicle, the using Department Director, the G.S.A. Fleet Manager, and the City Manager shall arbitrate the situation.

#### VII. Reporting Accidents:

Any City employee involved in any vehicular accident while driving a City vehicle must:

- A. Immediately contact the Police for completion of a Florida Traffic Crash Report (a/k/a police accident report) for all motor vehicle accidents. Said report shall be attached to the City of Miami Vehicle/Property Damage Report – PM/AL 040 and forwarded to the Risk Management Department, per procedures outlined in the Vehicle/Property Damage Report.
- B. Immediately notify the Risk Management Department by telephone of any accident(s) and ensure that the City of Miami Vehicle/Property Damage Report is completed by his/her immediate supervisor and faxed to the Risk Management Department on the day the incident occurs. A photocopy of the Vehicle/Property Damage Report is to be sent through interoffice mail to the Safety Coordinator in the Risk Management Department within twenty-four (24) hours, per procedures outlined in the Vehicle/Property Damage Report.

Department Heads are responsible for ensuring that vehicles assigned to their department that are involved in a vehicular accident are brought to the Fleet Management Division body shop operations area, no later than within seventy-two (72) hours of the date of the accident. A copy of the Florida Traffic Crash Report and a completed copy of the City of Miami Vehicle/Property Damage Report must be submitted to the body shop operation office prior to the release of the vehicle.

#### **VIII. Revocation of City Vehicle Use and Privileges:**

Any employee who deliberately and/or willfully violates and/or circumvents the standards and procedures described within this policy shall be subject to loss of any and/or all City vehicle privileges and be subject to other applicable disciplinary action up to and including dismissal.