

## **SAFE DRIVING RULES**

The following information is applicable to all employees who operate a City of Miami vehicle while on duty. Driving is a privilege which requires responsibility and due care at all times.



### **Important Phone Numbers**

- Toll Free Claims Network (to report accidents).....**1-877-647-4545**
- Fleet Management Division, GSA (for damage estimates)..... **305-575-5171**
- Risk Management Department (for safety consultations/reporting assistance).....**305-416-1700**

### **Purpose**

Employees who are authorize to utilize City vehicles shall do so only to conduct City business. Personal use of a City vehicle, regardless of jurisdiction, is prohibited.

### **New Driver Orientation**

All new drivers (new hires or existing employees) must complete the New Driver Orientation Form. This form is to be kept in the employee’s personnel file. *Please reference the General Safety Manual, Vehicle Loss Control Program, Section VII.*

*Note: With respect to temporary employees, only City of Miami Temporary Employees are authorized to drive a City vehicle. Temporary Outside Agency Employees are not authorized to drive City vehicles.*

### **Licenses**

1. An employee shall not operate any City of Miami vehicle unless he/she possesses a valid State of Florida Driver’s License and/or other required licenses.
2. The employee shall immediately report to his/her supervisor the suspension, alteration, expiration or revocation of any licenses required to operate any City vehicle.

### **Traffic Regulations**

Employees shall be knowledgeable of and obey Federal, State and local traffic regulations while operating a City of Miami vehicle.



### **Seat Belts**

Pursuant to Florida law, occupants of City of Miami vehicles equipped with seat belts must secure them at all times while driving the vehicle. Defective or missing seat belts must be reported to the Fleet Management Division of General Services Administration and the vehicle shall be removed from service immediately. If the defective or missing belt is on a passenger position, no one shall occupy that position in the vehicle.



**Insurance Requirements**

Employees driving City vehicles for City business are covered under the City’s self-insurance plan.



Employees who drive personal vehicles for City business purposes shall carry the following coverage: Bodily Injury/Property Damage with combined single limit of \$300,000, or split limits in the amount of \$100,000/\$300,000 for Bodily Injury and \$50,000 for Property Damage.

Supervisors are required to procure evidence of said coverage from employees and maintain such information on file.

**Accidents**

An employee must report the accident immediately to the appropriate police jurisdiction and his/her supervisor. The supervisor shall contact the Claims Network within 24 hours and complete the Third Party All Property Damage Form. Within seventy-two hours of the accident, the vehicle must be taken to the Motor Pool, General Services Administration (GSA), for an estimate of damages in order for the City to pursue subrogation rights. Vehicle accidents will be reviewed by the General Employee Accident Review Board as described in the Vehicle Loss Control Program, Section VII of the General Safety Manual.



**Vehicle Inspection**

It is the responsibility of employees to regularly inspect the City vehicles they drive for defects, damage, and missing equipment. All deficiencies shall be reported to the supervisor or repair facility immediately. Employees may not drive a vehicle with any defect which would compromise the safe operation of the vehicle (brakes, lights, windshields, mirrors, seat belts, exhaust). The defect(s) shall be reported to Fleet Management Division, General Services Administration.



**Emergency Equipment**

Employees shall utilize the vehicle’s hazard or emergency lights only when appropriate. If other emergency equipment is required to be present in the vehicle (e.g., flares, fire extinguishers, first aid kits, etc.), the employee shall ensure that such equipment is in working order and easily accessible.



**Housekeeping**

Authorized drivers of City of Miami vehicles are expected to keep the vehicles free of trash and other debris. Tools, equipment and machinery should be stored properly in the trunk. Any employee who transports hazardous materials must follow the guidelines for such transportation as recommended on the Material Safety Data Sheets (MSDS).



**Passengers**

Generally, only City of Miami employees shall be passengers in City vehicles. Family members, minor children and non employees are prohibited from riding in city vehicles. All passengers are expected to adhere to State Law and wear seat belts at all times while in the vehicle.



**Take-home Vehicles**

Take-home vehicles shall be utilized only for traveling to and from work. Personal use of take-home vehicles is prohibited.

**Cell Phone Usage**

Pursuant to APM 3-01, drivers of City vehicles should exercise caution when using cellular phones while driving City vehicles and restrict such usage of cellular/mobile phones for important City business or emergencies only. Cell phone use is not permitted while driving in the city parking garages or at fueling stations.



**Employees with 24-hour or 8-hour assigned vehicles:**

Employees may choose to use their personal SunPass transponders in their assigned City vehicles; however such use will require that the City vehicle and the vehicle's license plate be listed on the employee's personal SunPass account. This may be done online at [www.Sunpass.com](http://www.Sunpass.com).

**Use of non-assigned vehicles:**

Employees who periodically use a non-assigned City vehicle may not use the SunPass lane **under any circumstances**. They must pay the appropriate fee via the other toll lanes.

Employees who fail to comply with the procedures outlined above will be required to pay any fines assessed as a result of the infraction. Disregard for the law as well as for City policies may result in disciplinary action.

**I HAVE RECEIVED A COPY OF THE CITY OF MIAMI SAFE DRIVING RULES AND I AGREE TO ABIDE BY THEM.**

\_\_\_\_\_  
**NAME OF EMPLOYEE**

\_\_\_\_\_  
**DEPARTMENT**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE RECEIVED**

