

SAFE DRIVING RULES

SUMMARY

This procedure summarizes the safety practices applicable to all employees who are operating a County motor vehicle while on duty.

PROCEDURE

1. It is the responsibility of the County driver/operator to know and comply with all Federal, State, and local driving regulations and laws, as well as the Miami-Dade County Employee Safe Driving Rules.
2. The employee shall not operate any County vehicle unless he/she possesses a valid State of Florida Driver's License or other required licenses. All vehicles shall be operated in accordance with all appropriate regulations and manufacturer's requirements and instructions.
3. The employee shall immediately report to his/her supervisor the suspension, alteration, expiration, or revocation of any licenses (e.g., Florida Driver's License) required to operate any County equipment.
4. The employee shall not operate a County vehicle if he/she is impaired due to drowsiness or the consumption of alcohol or drugs (prescription or otherwise). The employee shall not operate a County vehicle if he/she is impaired due to a physical condition that would prevent the employee from operating the vehicle safely.
5. The employee is prohibited from engaging in text messaging, emailing, or talking on a cellular telephone, smartphone, or other personal wireless handheld device while driving a County-owned or County-leased vehicle unless a hands-free device is used.
6. The employee shall not operate a vehicle unless he/she is knowledgeable of the appropriate Federal, State, Local, and County Safe Driving Rules and other regulations.
7. Prior to operating any County vehicle, the employee shall ensure that he/she thoroughly understands the vehicle's operating instructions, limitations, emergency procedures, and safety instructions. This knowledge shall be demonstrated to his/her supervisor's satisfaction and documented.
8. The employee shall regularly (daily minimum) inspect the vehicle for defects, damage, or missing equipment, including the operator's manual. Any and all deficiencies shall be reported to the supervisor or appropriate repair facility immediately. Any defect (brakes, lights, windshield, tires, seat belts, exhaust, etc.) that would preclude safe operation of the vehicle shall be cause not to operate the affected vehicle until properly repaired. Any vehicle with non-safety related damage (dents, scratches, etc.) shall only be operated with the approval of the supervisor.
9. Where flares, reflectors, fire extinguishers, and/or first aid kits are required, the employee shall ensure that they are readily accessible and in proper condition. Employees shall utilize the vehicle's hazard or emergency lights when appropriate.
10. All occupants of County vehicles equipped with seat belts must properly wear the seat belt at all times. Defective or missing seat belts shall be reported for maintenance immediately.

If the defect is in a passenger position, no one shall occupy that position until the defect is corrected.

11. The employee shall remain alert and attentive to the surrounding conditions while operating a vehicle.
12. The employee shall report a vehicular accident to the Police and the employee's supervisor, per the County Administrative Policy Manual. Reporting of a vehicular accident shall include accidents with no property damage to the County-owned or County-leased vehicle or the private citizen's vehicle. It shall also include accidents with no bodily injury to the County employee or the private citizen (driver or pedestrian).
13. The employee shall complete the Notice of County Motor Vehicle Accident form and forward the original to Internal Services Department/Risk Management Division (ISD/RMD), Office of Safety, within 48 hours of an accident. (The form is available from the Office of Safety website: <http://intra.miamidade.gov/internalservices/safety-web.asp>)
14. If the accident results in serious injury, serious damage, or death, promptly call 9-1-1, the Office of Safety (305-876-8000/after hours: 305-546-1419) and ISD/RMD (305-375-4280).
15. All persons riding in or on motor vehicles shall ride within the body of the vehicle, in seats designed for passenger safety, except on equipment designed and provided for specific operations. Passengers shall not be permitted to stand unless the vehicle was designed for that purpose. No one shall be allowed to ride in or on trailers or other equipment being towed by a motor vehicle.
16. Passengers shall not distract the driver's attention or interfere with the driver's ability to operate the vehicle safely.
17. Passengers shall board or exit a vehicle only after it has come to a complete stop. All passengers shall consider the driver "in charge" of those riding in a vehicle. The passengers shall take direction from the driver relating to the safety of said vehicle.
18. The employee shall keep the floors and seats of the vehicle free of tools, materials, and/or other hazards. Tools, materials, and equipment shall be stored appropriately.
19. The Office of Safety, ISD offers a Driver Improvement (Defensive Driving) Class for County employees. Classes may be scheduled by calling (305) 876-8000. Attendance at a Driver Improvement (Defensive Driving) Class is recommended for all County employees who operate vehicles.
20. Attendance at a Driver Improvement (Defensive Driving) Class is mandatory if the employee has a preventable motor vehicle accident. Call 305-876-8000 to schedule a class.
21. Smoking is prohibited in all County vehicles. This prohibition applies to the driver and all passengers. In addition, it is not permissible to be in a County vehicle while holding a smoking device outside an open window or door.
22. Employees who spend more than fifty percent (50%) of their work time driving County vehicles are eligible to receive Safe Driving Awards. Department Directors approve the department's participation in the Safe Driving Awards (Procedure 445) by collective bargaining agreement. The Procedure 445 is available from the Miami Dade County Procedures website: <https://www8.miamidade.gov/global/government/county-procedures.page>

CONTACT(S):

Department/Division

Internal Services Department, Risk Management Division, Office of Safety

REFERENCE DOCUMENT(S):

State of Florida Driver's Handbook

Miami-Dade County Employee Safe Driving Rules

Miami-Dade County Safety Manual