

## CHECKING OUT POOL VEHICLES FOR VARIOUS USES

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### SUMMARY

This procedure explains how to check out a pool vehicle for various County uses.

### PROCEDURE

#### To Check Out a Pool Vehicle:

- 1) Obtain written authorization from your Department Director or designee. Take authorization to the nearest vehicle pool location, complete a pool/loaner ticket, and present these documents to the attendant along with a County I.D., showing the employee number, and a valid driver's license.
- 2) Obtain from the attendant: keys, fuel card (If applicable), parking card (Downtown Motorpool) and a pool/loaner ticket.
- 3) Inspect the vehicle's condition before leaving and report any damage, defects, or missing parts to the attendant immediately. Drivers will be held responsible for cleanliness of vehicle and/or any damages. Departments will be billed for damages and/or cleaning due to the driver's mistreatment.

#### To Check In a Pool Vehicle:

- 1) Refuel vehicle if the gauge indicates a fuel level of half-tank or lower.
- 2) Park vehicle in area designated for pool vehicles.
- 3) Write the date, time in, mileage in, fuel level, and parking space number on pool/loaner ticket before leaving car.
- 4) Lock vehicle and return keys, fuel card (If applicable), parking card (Downtown Motorpool), and pool/loaner ticket to office or the designated drop-box if shop is closed.
- 5) Drivers must report any physical damages and/or mechanical defects; failure to do so may result in charges for damages to the department.
- 6) Document problems found with vehicle on the back of the pool/loaner ticket.
- 7) If involved in an accident, call Miami Dade Police Department to obtain a police case number and provide the case number to the attendant, as per Procedure 701.

Pool vehicles may be checked out at the following ISD Fleet Management locations:

Shop Location	Address
Downtown Motor Pool	201 N.W. 1 <sup>st</sup> Street
Shop 1	703 N.W. 25 <sup>th</sup> Street
Shop 2	6100 S.W. 87 <sup>th</sup> Avenue
Shop 3 Auto	8801 N.W. 58 <sup>th</sup> Street
Station 9	18802 NW 27 Avenue
South Dade Gov't Center	10710 S.W. 211 <sup>th</sup> Street

Note:

- Employees must have a valid State of Florida Driver's License and required endorsements to operate a County vehicle.
- County vehicles are to be used for County business only and seat belts must be worn at all times to ensure full insurance coverage.
- Employees should be familiar with A.O. 6-2: Assignment, Operation, Acquisition, Maintenance and Disposal of County Vehicles and adhere to it before operating a County vehicle.
- As per I.O. 8-6, smoking is not permitted in County vehicles
- The use of cellular telephones or similar wireless handheld devices while driving a County-owned or County-leased vehicle, for text messaging, emailing, or talking on the phone is prohibited (except when a hands-free device is used), as per IO 6-8 and per Florida Statue 316.306 (prohibition on the use of a wireless communications device in a handheld manner).
- For information on what to do if you are involved in an accident with a County vehicle, see Procedure Number 701, "Traffic Crashes Involving a County Owned/Leased/Contracted Vehicle or On-Duty County Employee."

**CONTACT(S):**

**Department/Division**

Internal Services Department /Fleet Management Division

**REFERENCE DOCUMENT**

Administrative Order 6-2, Assignment, Operation, Acquisition, Maintenance and Disposal of County Vehicles

Implementing Order 8-6, Prohibition on Smoking and the Use of Electronic Cigarettes and Other Nicotine Dispensing Devices in All County Enclosed Indoor Workplaces

Implementing Order 6-8, Use of Cellular Telephones and Similar Wireless Devices while Operating County Vehicles

Procedure 701, Traffic Crashes Involving a County Owned/Leased/Contracted Vehicle or On-Duty County Employee