

## TWENTY-FOUR HOUR VEHICLE ASSIGNMENT – REQUESTING AND UPDATING

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### SUMMARY

This procedure explains how to request and update a 24-hour County Owned or rental vehicle assignment, as well as reviewing the 24-hour vehicle assignments report to ensure its accuracy.

### PROCEDURE

#### Policy:

A Department Director may recommend that employees be granted 24-hour vehicle assignments, if they meet one of the following criteria:

- 1) A County employee who is required to take a vehicle home for operational needs. A justification must be provided to demonstrate that it is cost effective for the County to have an employee take a vehicle home.
- 2) A MDPD police officer participating in the Personalized Patrol Vehicle Program (Resolution No. R-941-91).
- 3) A MDPD Captain or Lieutenant eligible for a full-time vehicle assignment under January 28, 1992 Letter of Understanding.
- 4) A sworn Miami-Dade Fire Department employee who is contractually entitled to a full-time 24-hour vehicle as per the Collective Bargaining Agreement.

Authorization of a 24-hour vehicle assignment applies to the employee, not to a specific vehicle. An approved 24-hour vehicle assignment allows the employee to take the vehicle home at the end of their work shift. Employees are prohibited from using the vehicle for any personal use unless explicitly specified in a contractual agreement between the employee and Miami-Dade County. Use of a 24-hour vehicle is considered a benefit and must be reported as income.

- 1) A 24-Hour Vehicle Assignment Request form must be completed for all new, change/update, and discontinuation request(s).
- 2) All new request(s) must be approved by the employee's immediate supervisor, department director, and by the Mayor's Office. The employee is authorized to start taking the vehicle home after final approval is granted. A copy of the approved form is then forwarded to Internal Services Department (ISD), Fleet Management Division (FMD) for recording purposes, except for Miami-Dade Police Department (MDPD) and Miami-Dade Fire Department (MDFR) who maintain their own database.
  - a. All change/update and discontinuation request(s) must be approved by employee's immediate supervisor or departmental transportation coordinator and forwarded to FMD for recording purposes. FMD must be notified of change/updates of employee's personal information and/or vehicle assigned as soon as they occur.
- 3) Departments are responsible for reviewing and updating the report on a monthly basis to ensure that it is accurate. Any individual taking a vehicle home that does not appear in the report is not approved to do so and must submit a form as a new request and receive approval from the Mayor's Office. An annual review of all department assigned 24-hour vehicles will be required.
- 4) Once approval of 24-hour vehicle assignment is granted, departments must work with Human Resources Department to submit the necessary paperwork to ensure proper taxation.

- 5) A department director may temporarily assign a 24-hour vehicle to an employee for County business. This authorization is limited to a total of five (5) working days per month. These temporary assignments do not require the submission of a form or approval of the Mayor's Office. It is the department director's responsibility to ensure that the employee is taking vehicle home on a temporary basis.

Note:

- Employees must have a valid State of Florida Driver's License and other required licenses 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.
- 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).

**CONTACT(S):**

**Department/Division**

Internal Services Department/Fleet Management Division  
Human Resources Department  
Office of the Mayor

**REFERENCE DOCUMENT(S):**

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