

USE OF COUNTY VEHICLE BY NON-COUNTY PERSONNEL

SUMMARY

Normally, only County employees are authorized to drive or operate County vehicles. Permission for non-County employees to operate County vehicles to conduct official County business must be obtained from the Director of the Risk Management Division, Internal Services Department (ISD).

PROCEDURE

1. To request approval for non-County employees to drive a County vehicle in conjunction with a contractual agreement, please send a memorandum to the Risk Management Division Director, Baunie McConnell (Baunie.McConnell@miamidade.gov). You may contact the director at (305) 375-3583. The following information will be required:

The name(s) of all non-county personnel who might drive the vehicle(s), the business reason they need to drive a county vehicle, their date of birth, drivers' license number, and expiration date. Please include a legible copy of each person's driver's license.

2. Once the ISD Risk Management Division receives the above noted non-County driver information, they will request a motor vehicle report on the driver(s) to determine whether the individual(s) can drive a County vehicle.
3. The department will be notified with a copy of the motor vehicle report and a written recommendation from the Risk Management Division Director.
4. If an additional County vehicle is needed, the Transportation Coordinator from the sponsoring department should contact the ISD Fleet Management Division

CONTACT(S): Department/Division

Internal Services Department/Risk Management Division
Internal Services Department/Fleet Management Division