

City of Miami



Administrative Policy Manual

APM 2-78: Parking, Toll Violations, and Other Citations of City Vehicles during Official Business

Purpose To outline a comprehensive policy describing the procedure for all City employees to follow when they receive a citation for parking, toll violations, and any other moving violation attributed to an employee's City issued vehicle while on official city business. This policy does NOT apply to emergency vehicles which are operating during a bona fide emergency.

Policy Statement City employees utilizing a City vehicle or a personal vehicle, while on official city business, are subject to all parking, toll and vehicular regulations applicable to the general public.

Payment of Parking, Toll Violations, and Other Citations City employees are responsible for the payment of parking tickets, toll violations and moving citations. Employees will forfeit accrued vacation time for any violations assessed against the employee but paid by the City. In the event, however, an employee receives a parking ticket, toll violation or any other citation as a result of the performance of his/her official duties, the employee shall immediately notify his/her Department Director of the circumstances excusing the employee from responsibility for the payment of the fine.

Determining the validity of excused circumstances is the responsibility of the department head, whose signature of approval must accompany the written request for City payment. All requests must be in writing and must be addressed to the Director of Finance. The approval from the Director of Finance is necessary before the City will pay any parking tickets, toll violations and moving citations.

Failure to adhere to the conditions as set forth herein, and/or habitual conduct which results in numerous and/or repeated violations of parking, toll, and other vehicular regulations may lead to disciplinary action, up to and including termination.

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Issued By:


- Tony E. Crapp, Jr
City Manager

<u>REVISED</u> <u>SECTION</u>	<u>REVISIONS</u>	<u>DATE OF</u> <u>REVISION</u>
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