

POLICY NUMBER

LMP-5-82

October 21, 1994

ISSUED BY:

Cesar H. Odio
City Manager

SIGNATURE

City of Miami



LABOR/MANAGEMENT POLICY

REVISIONS

REVISED SECTION	DATE OF REVISION
Revised	10/21/94
Implemented	10/21/94
All Sections	
APM Changed to LMP	10/21/94

SUBJECT: VALID FLORIDA DRIVERS LICENSE REQUIREMENT

PURPOSE: To provide an official policy pertaining to Citywide requirements that an employee possess both a valid Florida Drivers License and a satisfactory driving record when operating a City vehicle.

Effective this date, this Labor/Management Policy supersedes all previous directives relating to this subject.

THE POLICY WILL BE AS FOLLOWS:

The liability of an unlicensed driver being involved in an accident while operating a City vehicle warrants that no employee be permitted to drive a City vehicle without a valid Florida drivers license.

I. OBTAINING DRIVERS LICENSE VIOLATION RECORDS:

Departments are responsible for obtaining Drivers License Violation Records as follows:

- A. The Drivers License records will be reviewed as part of the Employment Background Check for new hires by the Police Department.
- B. The Drivers License record will be reviewed when an employee is transferred, promoted or advanced to a new position which requires operating a City vehicle. This process will be conducted either:
 1. Prior to selection so that the driving record is a consideration in the selection procedure or
 2. Prior to the time the employee begins operating a City vehicle.
- C. Whenever the department determines that they need a Driver License Violation Record on one of their drivers or potential



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drivers, a green "Driver Information" card (attached) is to be completed and sent to the Safety Coordinator. The Safety Coordinator will send to Tallahassee for the desired record and will send the record and the green card back to the department when received. The decision as to whether or not a particular employee should operate City vehicles will be made by the department.

- D. Through use of the green "Driver Information Cards," each department should maintain a current list of employees approved to drive their vehicles. If the employee completed the Defensive Driving Course (DDC), the date should be entered in the space provided. Any accidents the employee becomes involved in should be noted on the card. Driver Information Cards are available at the City's stockroom or print shop.
- E. The Drivers License records of those employees operating City vehicles will be reviewed every year or sooner, if necessary.

II. NOTIFICATION OF SUSPENDED LICENSE

Employees who operate City vehicles either on a regular or occasional basis are required to immediately notify their supervisor when their license is suspended, cancelled or revoked. Should an employee fail to notify their supervisor and employee continue to operate a City vehicle without a valid Florida Drivers License, disciplinary action will be taken.

III. SUSPENDED OR REVOKED LICENSE

When an employee has a Drivers License suspended, revoked, or cancelled, the employing department will apply the following procedures:

- A. If driving is not part of the employee's job, no change in status or assignment is necessary.
- B. If the job cannot be independently performed without driving a City vehicle, the employee, for a period not to exceed thirty (30) calendar days, shall be demoted to a non-driving vacancy, if one exists, or permitted to use vacation/earned time until a valid license (restricted or regular) is obtained. If after thirty (30) days the employee has not obtained a valid license, the employee may be offered another vacant position for which he/she is qualified which does not require using a City vehicle, in accordance with APM-5-78.