

**DEPARTMENTAL STANDARD OPERATING PROCEDURE  
MIAMI-DADE AVIATION DEPARTMENT  
DSOP No. 08-01  
EFFECTIVE: February 13, 2009**

**SUBJECT: Accidents Involving County Vehicles, County Property, and Persons**

**PURPOSE AND SCOPE:** To establish a Departmental policy and procedures for reporting, investigating, and the initiation of disciplinary action relating to accidents/incidents involving County-owned vehicles, property, and persons. Failure to adhere to these procedures could expose the County to unnecessary costs.

**I. AUTHORITY**

Chapter 25 – Code of Miami-Dade County, Aviation Department Rules and Regulations

AO No. 7-29 – Alcohol and Drug Screening for County Employees Based Upon Reasonable Suspicion

**II. DEFINITIONS**

- A. *County* – Miami-Dade County.
- B. *Designated Testing Site* – A site designated by the County, currently Mount Sinai Medical Center, as the location for drug and alcohol testing. Address: Mount Sinai Medical Center, Lowenstein Building, Occupational Health Center, First Floor, 4304 Alton Road, Miami Beach, FL; Phone: 305-674-2312; Hours: Monday – Friday, 8 AM to 4:30 PM. If testing is needed after hours or on weekends, employees are to report to: Mount Sinai Medical Center, Emergency Room, Charge Nurse, for drug and alcohol testing.
- C. *Employee* – Any person engaged in employment by the Miami-Dade County Aviation Department.
- D. *MDAD Risk Management* – The Miami-Dade Aviation Department (MDAD), Human Resources Division, Risk Management Unit.
- E. *MDFR* – Miami-Dade Fire Rescue
- F. *MDPD* –Miami-Dade Police Department
- G. *Non-Serious Accident* – An accident that does not involve injury to any person, or damage to a County-owned motor vehicle, and other County property at the scene of the accident.
- H. *Serious Accident* – An accident that involves death or bodily injury to any person requiring transportation by MDFR or ambulance to a hospital, or catastrophic damage to any County motor vehicle or other County property at the scene of the accident.

**III. POLICY**

- A. Any MDAD employee that is involved in or aware of an accident/incident where County property is damaged (structures or equipment) and/or results in bodily injury to a person shall follow the procedures below. Failure to adhere to these procedures may result in disciplinary action, up to and including dismissal.
- B. Testing for prohibited drugs and alcohol will be conducted in the case of both serious and non-serious accidents.
  - 1. Serious Accidents – Any employee involved in an accident involving the loss of human life must be accompanied by his/her supervisor to be tested as soon as practicable following the accident.
  - 2. Non-serious Accidents – Any employee involved in a non-serious accident shall be tested at the County's Designated Testing Site as soon as practicable following the accident.

#### IV. PROCEDURES

- A. Accidents Involving County Vehicles:
  - 1. The employee must immediately notify his/her supervisor of any accident involving a County vehicle.
  - 2. The employee must immediately notify the MDPD and wait until an officer arrives at the scene. An accident report number must be obtained.
  - 3. The employee or his/her supervisor must photograph the damaged vehicle and surrounding area.
  - 4. The employee or his/her supervisor must collect the names and phone numbers of any witnesses.
  - 5. The employee must complete the *Miami-Dade GSA Notice of County Motor Vehicle Accident (Form 162-05-45, Annex A)* and submit with any photos to the MDAD Risk Management Unit within 48 hours of the accident.
  - 6. County Vehicles involved in accidents must be taken immediately to the Mobile Garage, Facilities Maintenance, Building 3040, for inspection and evaluation.
  - 7. All County-owned vehicles used within the Department shall have a copy of these procedures in the vehicle at all times.
- B. Accidents, other than County Vehicles:
  - 1. The employee must immediately notify his/her supervisor of any accident/incident involving bodily injury to other persons or damage to County property (structure or equipment).

2. The employee or his/her supervisor must notify police and/or fire, and obtain a case number (accident report number).
3. The employee or his/her supervisor must photograph the damaged property and surrounding area.
4. The employee or his/her supervisor must collect the names and phone numbers of any witnesses.
5. The employee must complete the *Miami-Dade GSA Notice of Accident or Property Damage (Form 162.05-44, Annex B)* and submit it, along with any photos, to MDAD Risk Management within 48 hours.
6. The employee or his/her supervisor must call the Work Order Center at (305) 876-7311 to report damage to County property and complete a *MDAD Damage Recovery Control Form (Form 64.01-5, Annex C)*. A Work Order number will be given and it must be recorded on the form.

C. Construction Accidents:

1. Employees must report all construction related accidents/incidents that involve County property that is under construction and/or persons that may sustain bodily injury from a construction incident to MDAD Risk Management within 48 hours.
2. The employee must notify the MDPD and/or MDFR and obtain a case number when persons have sustained bodily injury at the time of the incident.
3. The employee must photograph any damaged property in the surrounding area.
4. The employee or his/her supervisor must collect the names and phone numbers of any witnesses.
5. The employee must complete the *Miami-Dade GSA Notice of Accident or Property Damage (Form 162.05-44, Annex B)*, and forward the report and all photos to MDAD Risk Management within 48 hours.

V. **RESPONSIBILITIES**

A. Employees:

1. **In the case of death or serious injury to a County employee or a member of the public or serious damage to County property, the following steps must be taken:**
  - a. Immediately notify MDAD Risk Management at 305-876-7777 during regular business hours or at 786-402-0562 after business hours; and

- b. Immediately notify GSA Risk Management, Office of Safety, at 305-876-8000 during regular business hours or by pager at 305-880-2400.
2. Immediately notify his/her supervisor of any accident/incident involving a County-owned vehicle, County property and/or persons.
3. Complete the necessary forms (referenced in the Annexes to this DSOP) and submit to the proper authorities within the indicated time frame/s.
4. Must not discuss the accident/incident with a third party without the representation or authority of his/her supervisor, Senior Management, MDAD Risk Management, and/or an Assistant County Attorney.

B. Supervisors:

1. Upon notification by an employee of an accident involving death or serious injury to any employee or another person or damage to County property, supervisors should document the time of notification and go to the scene of the accident as soon as possible to investigate and document any evidence (including photos and sketches) or send a designee who will perform these responsibilities in their stead.
2. Must interview employee/s (if available) and obtain their statements of the incident in writing on the appropriate forms (referenced in the Annexes to this DSOP).
3. Must interview any witnesses to the incident and obtain their names and phone numbers.

**REVOCATION:** None

**CROSS REFERENCE:** None

Original Signed By:

  
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José Abreu – Aviation Director

Date: 2-13-09

**ANNEXES:**

- A. Miami-Dade GSA Notice of County Motor Vehicle Accident (Form 162-05-45)
- B. Miami-Dade GSA Notice of Accident or Property Damage (Form 162.05-44)
- C. MDAD Damage Recovery Control Form (Form 64.01-5)