Miami Dade Aviation Department P.O. Box 0255504 Miami, Fl 33102 - 5504



DEPARTMENTAL STANDARD OPERATING PROCEDURE (DSOP) DSOP No. 08-01

Last Amended: December 10, 2013

Effective: 9-21-2021

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

PURPOSE and SCOPE: To establish a Departmental policy and procedures for reporting, investigating, and the initiating disciplinary action relating to accidents/incidents involving County-owned vehicles, property, and persons. Note that accidents/incidents involving the Miami-Dade Aviation Department (MDAD) Automated People Mover (APM) Systems and its associated Operations and Maintenance (O&M) Contractors are not covered under this policy. Those accidents/incidents are reported and investigated in accordance with the procedures outlined in the Miami International Airport APM System Safety Program Plan.

I. AUTHORITY

- A. <u>Chapter 25</u> Code of Miami-Dade County, Aviation Department Rules and Regulations
- B. Administrative Order No. 7-14 Safety and Loss Prevention
- C. <u>Administrative Order No. 7-29</u> Alcohol and Drug Screening for County Employees Based Upon Reasonable Suspicion
- D. <u>Miami-Dade County Procedure Number 701</u> Traffic Crashes Involving a County Owned/Leased/Contract Vehicle or On-Duty County Employee

II. DEFINITIONS

- A. <u>Authorized Care Centers</u> County approved medical centers that are to be used for the initial assessment/treatment of an employee injury.
- B. APM Automated People Mover.
- C. County Miami-Dade County.
- D. <u>Designated Testing Site</u> A site selected by the County to administer drug and alcohol tests following an accident/incident.
- F. <u>Employee</u> Any person engaged in employment with the Miami-Dade County Aviation Department.
- G. <u>ISD</u> Miami-Dade County Internal Services Department.

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- H. <u>Aviation Risk Management</u> The Miami-Dade Aviation Department (Aviation), Human Resources Division, Risk Management Unit.
- MDFR Miami-Dade Fire Rescue.
- J. MDPD Miami-Dade Police Department.
- K. <u>Non-Serious Accident</u> 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.
- L. <u>Serious Accident</u> An accident that involves death or bodily injury to any person requiring medical treatment away from the scene of the accident or disabling damage to a County vehicle or other County property at the scene of the accident.
- M. <u>Aviation Human Resources Administrator</u> Person that shall be notified when an employee is being accompanied to the Designated Testing Site for drug and alcohol testing after an accident.
- N. <u>Post-Accident Testing</u> Drug and Alcohol testing that is required after a County employee, who is required to have a CDL to perform their duties, is involved in a Non-Serious or Serious Accident. This testing is to occur as expeditiously as possible.
- O. <u>Reasonable Suspicion Testing</u> Drug and Alcohol testing required after a County employee is involved in a Non-Serious or Serious Accident.
- P. <u>MDAD Safety Sensitive Position</u> Any position, including a supervisory or management position, in which drug and/or alcohol impairment would constitute an immediate and direct threat to public health or safety; or a position in which a momentary lapse in attention could result in injury or death of another person.

III. POLICY

Any Aviation 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 is required to notify their supervisor immediately. Testing for prohibited drugs and alcohol will be conducted in the case of both serious and non-serious accidents, as defined above. The employee's supervisor may determine that Post-Accident Testing is <u>not</u> required if the following criteria are met:

- A. The employee was not at fault, as determined by a law enforcement officer.
- B. Damage was discovered by an employee, but that employee was not the driver of the vehicle at the time of the damage.

Failure to adhere to the procedures outlined in this DSOP may result in disciplinary action, up to and including dismissal, and may expose the County to otherwise preventable financial liability.

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For reporting of accidents/incidents involving the APM System, please refer to the procedures outlined in the Miami International Airport APM System Safety Program Plan.

IV. PROCEDURES

A. Accidents Involving County Vehicles:

- 1. The employee must immediately notify his/her supervisor of any accident involving a County vehicle. The supervisor will report to the accident scene as soon as reasonably possible or send a designee.
- 2. The employee must immediately notify the nearest law enforcement agency by dialing 911 and wait until an officer arrives at the scene. An accident report number must be obtained from the reporting law enforcement agency.
- 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 ISD Notice of County Motor Vehicle Collision (Form 162.05-45, Annex A) and submit with any photos to the Aviation Risk Management Unit within 48 hours of the accident.
- 6. County Vehicles involved in accidents must be taken to the Facilities Maintenance Division Mobile Garage immediately located in 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.
- 8. The Aviation Human Resources Administrator must be notified when an employee will be taken to the Designated Testing Site for Post-Accident Testing.
- 9. An employee requiring drug and alcohol testing must be accompanied by their supervisor or designee to the Designated Testing Site.
- 10. Until clearance is given by the Aviation Human Resources Administrator, an employee who has been tested for drug and/or alcohol may not continue to work in any Safety Sensitive Position, as defined in this policy.
- 11. All accidents shall go before the Accident Review Committee. The committee will objectively review reports and evidence of employee accidents and/or incidents and provide a disposition to determine if the occurrence was preventable or non-preventable. If ruled preventable, appropriate administrative action will be administered.

B. Accidents, other than County Vehicles:

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- 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). The supervisor or designee will report to the scene of the reported accident.
- 2. The employee or his/her supervisor must notify MDPD and/or MDFR 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 ISD Notice of Accident or Property Damage (Form 162.05-44, Annex B) and submit it, along with any photos, to Aviation 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 an 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. The employee must report all construction related accidents/incidents that involve County property under construction and/or persons that may sustain bodily injury from a construction incident to Aviation Risk Management within 48 hours.
- 2. The employee must notify his/her supervisor of any accident immediately, and the supervisor or designee must report to the accident scene as soon as reasonably possible.
- 3. The employee must notify MDPD and/or MDFR and obtain a case number when persons have sustained bodily injury at the time of the incident.
- 4. The employee must photograph any damaged property in the surrounding area.
- 5. The employee or his/her supervisor must collect the names and phone numbers of any witnesses.
- 6. The employee must attempt to obtain the name of the contractor doing the work on MDAD property, including the contractor's contact information, project name, project number, and the MDAD project manager's name.
- 7. The employee must complete the ISD Notice of Accident or Property Damage (Form 162.05-44, Annex B), and forward the report and all photos to Aviation Risk Management within 48 hours.

V. RESPONSIBILITIES

A. Employees:

- 1. An employee involved in an accident/incident must do the following:
 - a) Request medical attention, if necessary.
 - (1) For loss of time from work, report to an Authorized Care Center (see Annex D) as soon as possible within 24 hours of the occurrence.
 - b) Report and describe the accident/incident according to procedures defined above.
- 2. 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) Notify Aviation Risk Management immediately at 305-876-7777 during regular business hours or at 786-402-0562 after business hours; and
 - b) Notify ISD Risk Management immediately at Office of Safety, at 305-876-8000 during regular business hours or after hours at 305-546-1419.
- 3. Immediately notify the nearest law enforcement agency by dialing 911 to report the accident.
- 4. Immediately notify your supervisor of any accident/incident involving a County-owned vehicle, County property and/or persons.
- 5. Complete the necessary forms (referenced in the Annexes to this DSOP) and submit to the proper authorities within the indicated time frames.
- 6. Do not discuss the accident/incident with a third party without the representation or authority of your supervisor, Senior Management, Aviation Risk Management, and/or an Assistant County Attorney.

B. Supervisors:

- 1. Must make appropriate arrangements for medical attention, if requested.
 - a) If loss of time from work occurs at any time afterwards due to the accident/incident, direct employee to report to Authorized Care Center (see Annex D) as soon as possible within twenty-four hours of the occurrence.
- 2. Must document the time of notification by an employee reporting an accident involving death or serious injury to an employee or another person or damage to County property 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.
 - a) After reviewing the accident/incident, and depending on the nature and severity, convey the impact to the appropriate persons for response to the scene.
- 3. 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).

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- 4. Must interview any witnesses to the incident and obtain their names and phone numbers.
- 5. Must immediately accompany employee to a Designated Testing Site for Post-Accident or Reasonable Suspicion drug and alcohol testing, if necessary. See Policy (Section III) for details.
- 6. Must immediately notify the Human Resources Administrator when an employee will be taken to the Designated Testing Site for Post-Accident or Reasonable Suspicion drug and alcohol testing.
- 7. Must suspend the employee's activities, including but not limited to driving, and operating machinery, until the results of the Post-Accident or Reasonable Suspicion drug and alcohol testing has been cleared by the Human Resources Administrator.
- 8. Must complete Miami-Dade ISD Notice of County Motor Vehicle Collision (Form 162.05-45, Annex A) and forward to the Aviation Risk Management Office within 48 hours of accident, along with supporting documentation.
- 9. Must make the vehicle available for inspection by the Aviation Mobile Garage immediately following the accident.
- 10. Must ensure that conditions which could cause a similar accident/incident are reported for remedial and/or corrective action.
- 11. Must prepare and distribute the appropriate forms (Annexes A, B, or C) as soon as possible, but no more than twenty-four hours after notification of the accident/incident.

VI. ENFORCEMENT:

- A. MDAD does not accept any liability when actions are in violation of this policy.
- B. Employees who violate this policy may be subject to appropriate administrative action as defined and deemed appropriate by the MDAD Human Resources Division and Department Management.

VII. AMENDMENTS:

The Department reserves the right to amend this operating policy at any time based on current law, Miami-Dade County policies and operating needs.

VIII. REVOCATION:

Revocations and removal of established Department policies requires written justification by requesting division management for review and concurrence by the Department's Professional Compliance Division. Upon written concurrence, the revocation request will be submitted, by Professional Compliance, for approval by the Aviation Director. Should the written directive be an Operational Directive, the authorized revocation justification will

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be sent to the Clerk of the Board for filing with the original Operational Directive under revocation. All approved revocation justification memoranda shall be posted to the Department's Written Directives Log to identify why the directive has been revoked to maintain ongoing operational accountability.

IX. SEVERABILITY:

If any court of competent jurisdiction determines that any provision in this policy is illegal or void, that provision shall be nullified and the remainder of this policy shall continue in full force and effect. If such court rules that any charge, fee, or security deposit requirement is illegal or void, the Aviation Director is authorized and directed to impose a charge, fee, or security deposit requirement that complies with the court order or applicable provisions of law, which shall become effective on the date of imposition and shall continue until modified by the Miami-Dade County Board of County Commissioners.

X. CROSS-REFERENCES:

Approved By:

Ralph Cutié, Aviation Director

Date:

Attachments:

Annex A – ISD Notice of County Motor Vehicle Collision

Annex B - ISD Notice of Accident or Property Damage

Annex C - MDAD Damage Recovery Control Form

Annex D – Authorized Care Centers



Internal Services Department

Risk Management Division – 111 N.W. 1st Street – Suite 2340 Miami, Florida 33128-1926 – Telephone: 305-375-4280

NOTICE OF COUNTY MOTOR VEHICLE COLLISION

(PLEASE COMPLETE BOTH PAGES OF THIS FORM IN DETAIL)

Promptly Report All Motor Vehicle Collisions to the Police. In Case of Serious Injury, Call 911.

For Instructions on Reporting Collisions Refer to the Miami-Dade County Safety Manual.

Person Making R	eport:		Signature:		
Title:		Phone # (W):	(H):		(C):
Department:	n Making Report:			Div.:	Loc.:
TIME AND PLACE OF COLLISION	Date of Collision: Collision Occurred at (Address or lo City: Was Report Made to Police Yes Officer Name:	ocation):		State [.]	7in·
COUNTY MOTOR VEHICLE INVOLVED	Year:Make:Model Name of Driver: Employee ID #: Phone # (W): Where may vehicle be seen (Addre Specify Damage: Name of County Employee that vehicle seen in the	el:VIN: Department: (H): sss):	Drive	Lic. #: r License #: Division: (C): Est. Cost of Re	Vehicle #:
DAMAGE TO OTHER VEHICLE OR OTHER PROPERTY	Name:	erty be seen (Address):	Drive	(C): r License #: (W):	(C):
SECURE THE N	AMES, ADDRESSES AND PHONE N	UMBERS OF WITNESSES	OR OTHER PERSONS	INVOLVED IN COLL	ISION
	ne				
Name:	ne	ress:	City:	State:	
Name:	ne Witness Passenger in co Add :(W):		City:	State:	Zip:
DATE OF REPORT	Date of this report:By whom?:				of photos taken:



NOTICE OF COUNTY MOTOR VEHICLE COLLISION (continued)

STATEMENT OF DRIVER OF COUNTY VEHICLE

		Condition of Road at Place of Collision:	
	☐ Daytime ☐ Nighttime	W	
		What side of street?:	
Estimated Speed of Cot	anty venicle at time of collision.		
	DRIVER'S DETAIL	ED ACCOUNT OF COLLISION	
Name of Driver:		_Signature:	Date:
		essary. Indicate # of Attachments:	
Complete the followin	g diagram showing direction & positions	s of automobiles involved, clearly designating p	oint of contact.
	$\bot \vdash \bot \nearrow \diagup$		Draw arrow in circle to indicate North
/			direction
11/		·	
1/	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	\ \	1,:-
	nstructions: 1) Indicate County vehicle and direction of t	travel by	
	2) Number each additional vehicle involved	2 3	
(6	 Use solid line to show direction of vehicle →dotted line after collision. Show 		
	 4) Indicate traffic control devices. 5) Show bicycle or motorcycle by — C 		
(0	6) Show pedestrian by — → ♀		
	7) Show railroad by 11111111111 8) Show power or telephone pole by T		

Name of Person Making Diagram: (print): _

- Submit to: ISD Risk Management Liability Unit, Phone:305-375-4280, 111 N.W. 1st St., 23rd Floor
 - Office of Safety, Phone: 305-876-8000, 111 N.W. 1st St., 23rd Floor
 - Department and Departmental Safety Representative Website: http://intra.miamidade.gov/internalservices/safety-web.gsp

_Signature: __

Date:__



Internal Services Department

Risk Management Division – 111 N.W. 1st Street – Suite 2340 Miami, Florida 33128-1926 – Telephone: 305-375-4280

NOTICE OF ACCIDENT OR PROPERTY DAMAGE

(PLEASE COMPLETE BOTH PAGES OF THIS FORM IN DETAIL) In Case of Serious Injury, Notify 911

(Do not use this form to report a County motor vehicle collision. Use form #162.05-45 Notice of County Motor Vehicle Collision.)

Person Making F	Report:	Signa	ture:	Date of Re	port:
Title:	P	none# (H):	(W):	(C):	
Address of Perso	on Making Report:		Ema	il Address:	
Department:			Div.:	Loc.: _	
Employee Name		: I.D. #: 77-632-7475 (or Report on Minor II			
		City:			
Date of Incident Incident Occurr Was Report Ma	t:ted at (Address & location, bed at Police/Fire? Yes	Time: specific): No Agency/Municipality: _		State: Z	ip:
		Address:			
INLIURY TO	Phone (H):	(W): 		(C):	
NON-COUNTY PERSONNEL		t #:			
		Descripti			
	Name of Owner:	Address:	City:	State:	Zip:
	Phone (H):	(W):		(C):	
PROPERTY DAMAGED	Name of Owner's Insurance	naged: e Co.: ges:	Policy #:	Ins. Co. Phone #:	
	Nature and Extent of Dame				and the second s
	Person Responsible for Ma	intaining Property:			
	(Secure the names and add	dresses of witnesses to the accid	dent. Add attachment if neo	cessary)	
	¹⁾ Name:	Address:	City:	State:	Zip:
	Telephone # (H):	(W):		_(C):	
WITNESSES	²⁾ Name:	Address:	City:	State:	Zip:
	Telephone # (H):	(W):		_(C):	
	³⁾ Name:	Address:	City:	State:	Zip:
	Telephone # (H):	(W):		_(C):	

NOTICE OF ACCIDENT OR PROPERTY DAMAGE (continued)

DESCRIPTION OF ACCIDENT - PROVIDE DIAGRAM OR PHOTOS OF THE INCIDENT

ecessary. Indicate # of attachments:	
	-
INJURED PARTY STATEMENT (add attachment if necessary)	
	-
Additional Information	
s any emergency first aid rendered: Yes No. If yes, by whom?:	
at was the injured party wearing?:	
pplicable, were contractors notified:	
at was the purpose of the injured party on the premises?:	
s the injured wearing the following? Shoes 🗆 Yes 🗆 No Heels: spike 🗀 medium 🗀 low 🗀 Eyeglasses 🗀 Yes 🗀 No)
ase describe the weather conditions: Type surface:	
otos taken? 🗆 Yes 🗀 No, By Whom?: # of photos attache	d:
is was not reported promptly, explain delay:	
ne of Person Making Report (print): Date of This Report:	

Submit to:

- ISD Risk Management Liability Unit, Phone: 305-375-4280, 111 N.W. 1st St., 23rd Floor
 Office of Safety, Phone: 305-876-8000, 111 N.W. 1st St., 23rd Floor
- Department and Departmental Safety Representative (Copy) Website: http://intra.miamidade.gov/internal services/safety-web.gsp

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MIAMI-DADE COUNTY AVIATION DEP Damage Recovery Control Form	ARTMENT	Work Or Reques	Division der/ t No
Prepared by:			
Name	Date		
P1 phoned/radioed	to		by
date/time		name	name
Description			time/date
of Damage (Brief)			
ocation:			
ocation damaged property moved to:			
Party known to be responsible:			
Contact information:			
Other reports filed:			Data
No.			Date
Police Report	by		
	by		
	by		
DISTRIBUTION: White - Work Order Cent	er Yellow - MDAD	Risk Mgt. Pink - Collec	tion Gold - Division

MIAMIDADE

Injured workers are to select a center from this list. Emergency treatment should be directed to the closest emergency facility. For The following Authorized Care Centers are to be used for the initial assessment of an injury. Prior authorization is NOT required.

more info please contac	more info please contact Risk Management Division at 305-375-4280	-375-4280	
PHYSICANS HEALTH CENTER	PHYSICANS HEALTH CENTER	UM OCCUPATIONAL HEALTH CLINIC	NORLAND MEDICAL CENTER
Florida City	Hialeah	(University of Miami)	Miami Gardens
1448 N. Krome Ave Suite #101	6990 NW 37 Ave	EXPOSURES	7 NW 183rd Street
Florida City, FL 33034	Miami, FL 33147	1321 NW 14 Street	Miami, FL 33169
Ph: (305) 245-0222	Ph: (305) 691-5050	West Building, Suite 502	Ph: (305) 652-3614
Fax:(305) 246-3700	Fax: (305) 691-0006	Miami, FL 33125	Fax: (305) 652-3616
Mon-Fri 8:00am-5:00pm	Mon-Fri 8:00am-5:00pm	Ph: (305) 689-2667 Fax:(305) 689-5471	Mon-Fri 9am -5pm
		Mon-Fri	
PHYSICANS HEALTH CENTER	MIAMI-HIALEAH MEDICAL GROUP	PHYSICANS HEALTH CENTER	OCCUPATIONAL MED CENTERS OF
Kendall	Hialeah	Airport/Doral	AMERICA (Miramar)
7887 No Kendall Drive Suite #102	1025 East 25th Street	6221 NW 36 Street	12014 Miramar Parkway
Miami, FL 33156	Hialeah, FL 33013	Miami, FL 33166	Miramar, FL 33025
Ph: (305) 279-7722	Ph: (305) 696-0842	Ph: (305) 871-3627	Ph: (954) 438-6228
Fax:(305) 279-2090	Fax: (305) 696-2150	Fax: (305) 871-7569	Fax: (954) 437-1079 and
Mon-Fri 8:00am-5:00pm	Mon-Fri 9:00am -5pm	Mon-Fri 8:00 – 5:00pm	(954) 438-1596
		Saturday 8:30-12:30	Mon-Fri 8:30am-5:00pm
PORT OF MIAMI CLINIC	ORTHONOW	AIRPORT MEDICAL CLINIC	OCCUPATIONAL MED CENTERS OF
Miami	Doral	Airport/Doral	AMERICA (Dania Beach)
1015 N American Way #150	3650 NW 82 Avenue #201	3588 NW 72 Avenue	140 South Federal Highway
Miami, FL 33132	Miami, FL 33166	Miami, FL 33122	Dania Beach, FL 33004
Ph: (305) 358-4265	Ph: (305) 537-7272	Ph: (305) 592-5205	Ph: (954) 265-3406
Fax: (305) 358-5440	Fax: (305) 537-7274	Fax: (305) 597-8362	Fax: (954) 922-1854
Mon-Fri 9:00am-4:00pm	Telemedicine	Mon-Fri 9:00am-4:00 pm	TEMPORARILY CLOSED
	Mon-Fri 9:00am – 6:00pm		
	Sat 9am – 3pm		
	Please contact Jessica directly at Jessica@OrthonowMiami.com if you		
	need to schedule an appointment for Injured Workers		

FAST CARE MIAMI BEACH	PHYSICANS HEALTH CENTER	
Miami Beach	North Dade	
825 Arthur Godfrey Road #100	20535 NW 2nd Ave #150	
Miami Beach, FL 33140	Miami, FL 33169	
Ph: (786) 923-4000	Ph: (305) 653-7720	
Fax: (786) 472-3035	Fax:(305) 653-2099	
Mon-Fri 9:00am-6:00pm	Mon-Fri 8:00am-5:00pm	
Sat-Sun 9:00am-5:00pm		
	Covid-19	Revised 05/2020