



**Departmental Standard Operating Procedure (DSOP)**

**DSOP No. 14-04**

**Effective:** 10/2/14

**SUBJECT: VALIDATING EMPLOYEE DRIVER LICENSE RECORDS**

**PURPOSE:** To establish a uniform policy and procedure(s) for validating that all personnel authorized to access and operate Department vehicles or equipment have a valid, active and appropriate driver license.

**I. AUTHORITY:**

- A. Chapter 25 of the Miami-Dade County Code, Miami-Dade Aviation Department Rules and Regulations
- B. Operational Directive (OD) 99-03, Written Directive System
- C. Administrative Order (AO) 7-38 Employees Whose Required License or Certification is Suspended, Revoked or Expired

**II. DEFINITIONS:**

- A. Driver's License: A permit issued under the laws of the state of issuance that allows the holder to operate a motor vehicle on public roads.
- B. CDL: Commercial Driver's License

**III. POLICY:**

On a bi-annual basis, but no later than January 31<sup>st</sup> and July 31<sup>st</sup> of each year, the Human Resources Division will verify the validity of each Department employee's driver's license. All Department employees operating County vehicles must possess a valid driver's license. It is the responsibility of each employee to immediately inform his/her supervisor of any change in the status of a driver's license that affects his/her ability to perform assigned work if driving is a requirement of his/her position.

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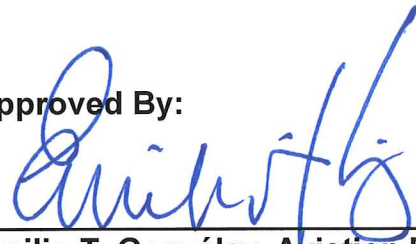
IV. PROCEDURES:

- A. On a bi-annual basis, the Human Resources Division will generate a report from the Employee Information System, listing all employees and their corresponding Driver's License numbers. It is the responsibility of the file room employee to ensure that missing Driver's License numbers are obtained from the employee and recorded in the system.
- B. The status of the Driver's License will be verified against the Florida Department of Highway Safety and Motor Vehicles Driver License Check System. If it is determined that an employee's Driver's License is invalid, the Human Resources Division will notify the applicable Division Director in writing of the license status to assure the employee does not operate a County-owned vehicle. Once the employee has re-validated their license and that is reflected in the State Driver's License System, as verified by the Human Resources Division, access to a County-owned vehicle may be reinstated.
- C. If the employee is in a classification that must possess a valid Driver's License or CDL as a requirement for the position, the following actions will be taken:
  - 1. The employee will be considered non-compliant with the classification's minimum requirements.
  - 2. The employee will be sent home and allowed to use accrued annual or holiday time for the absence.
  - 3. The employee will not be allowed to return to work until the State Driver's License System reflects the license as valid. Failure to obtain a valid Driver's License in the allowable time period may result in disciplinary action up to and including termination.
- D. The Human Resources Division will maintain a record of each license verification performed.

V. REVOCATION

None

Approved By:



Emilio T. González, Aviation Director

Date:

10/2/14