

ITB 23-84131503-H
Attachment M
Named Insured Auto Usage
Commercial Automobile Insurance

Department of Children and Families – DCF

DCF's Family Safety (FS) Office employs Child Protective Investigators who respond to and make determinations as to the overall validity of allegations of child abuse, abandonment or neglect. The Altima's and Sentra's are assigned to specific employees who conducts child protective investigations in twelve counties (Citrus, Hernando, Lake, Marion, Sumter, Orange, Osceola, Hardee, Highlands, Polk, Brevard and Seminole).

On June 26, 2018 The Department launched a pilot program for lease vehicles. We currently have 34 vehicles consisting of 7 Nissan Sentra's and 27 Altima's. These vehicles are driven by high mileage employees to perform their job responsibilities. The drivers all agreed to the terms in the attached user agreement. The pilot has shown to be a success.



Lease Vehicle User
Agreement 6-17 c....r

Employees can use the vehicle for de minimis use. Vehicle logs are completed monthly and reviewed for discrepancies. Drivers found to have unacceptable driving records will be removed from the DCF program.

Department of Financial Services – DFS

The Department of Financial Services (DFS) entered into a Memorandum of Understanding (MOU) with the Cooperative Disability Investigations (CDI) Program for the purpose of combating fraud by investigating questionable statements and activities of claimants, medical providers, interpreters, or other service providers who facilitate or promote disability fraud.

As part of the MOU between DFS and the CDI unit, CDI agrees to provide to any investigator assigned to the CDI Unit a leased vehicle. CDI covers the costs of leasing and operational expenses of those identified vehicles. DFS agrees to provide insurance coverage when operating the assigned vehicles for official use. A driver's license check is conducted prior to employment and training is provided by CDI unit.

DFS does DL checks on employees twice a year. Per DFS policy, all authorized drivers must operate state vehicles in accordance with Florida law. This includes, but is not limited to, no texting while driving; no smoking, alcoholic beverages or illegal substances in State vehicles; vehicle maintenance; wearing seat belts at all times while operating or riding in a State vehicle.

No personal use of vehicles is permitted. Travel may be out of state if required to fulfil DFS's mission. Any driver found to have an unacceptable driving record will not be allowed to use the vehicles.

Department of Health - DOH

DOH has a policy, DOHP 250-12-18 Management and Operation of Vehicles Policy, regarding the use of vehicles. These policies and procedures guide DOH employees and authorized

individuals in operating and maintaining vehicles for official state business in a safe and legal manner. This includes state-owned, county-owned, rented, leased, and privately-owned vehicles used for the official state business. This guidance applies to all DOH employees and authorized individuals who use vehicles to conduct official state business.

Department of Highway Safety and Motor Vehicles – HSMV

The Florida Department of Highway Safety and Motor Vehicles (HSMV) has 14 Florida Licensing on Wheels (FLOW) mobiles; eight (8) FLOW buses and six (6) mini FLOW mobiles staffed by 33 Community Outreach Specialists.

The FLOW Program is an integral part of the HSMV community outreach initiatives. It has helped the Department partner successfully with various agencies, providers to bring driver and motorist services to communities, and customers who may otherwise have difficulty with access to services. Another important utilization of a FLOW is the ability to act in response to natural or man-made disasters, assisting the public with immediate credentialing needs. Some of the major services offered by the FLOW vehicles include: issuing driver license and identification cards, reinstatements (including veteran amnesty programs helping those who cannot afford to pay tickets and fees), address/name changes, renewals, changes from out of state to Florida license, duplicates for lost or stolen driver licenses, registration renewals, and updating or adding Emergency Contact Information.

Each FLOW mobile is modified to use as a two-station mobile driver license office, including 2 computers and monitors, 2 scanners, 2 signature pads, 1 camera, server rack w/server and Cradle point wireless.

Florida Agricultural and Mechanical University – FAMU

Passenger vehicles are used by the President and various staff as a perquisite. GOSHEN Coaches are used to transport students around the campus. The 2003 Provost Highway Coach is used to transport athletes to and from events & functions. Any driver found to have an unacceptable driving record will be removed from the approved drivers list.

Florida International University – FIU

The vehicle is used to for moving materials around campus, maintenance and repair issues, and other general usage for university needs around campus. Vehicles do not travel out of state, nor is personal use of any vehicle permitted. Drivers found to have an unacceptable driving record will be removed from the approved drivers list.

Florida Atlantic University - FAU

Florida Atlantic University manages its vehicles on both a department and university-wide level. On the department level, vehicles usage is monitored by department leadership to ensure vehicles are being used for business purposes only. Departments also monitor fleet maintenance as well as who's using their vehicles to ensure usage is in line with our university policy which governs automobile usage ([Policy # 4.1.4 Use of University Automobiles](#)). On the university-wide level, supplemental insurance and trainings are offered through Environmental Health & Safety.

FAU was a participant in the State of Florida Commercial Automobile policy until October 20, 2017 at which time FAU sought private coverage through Hall Insurance Agency as

underwritten by Auto Owners through October 20, 2019. FAU has provided their expiring policy and loss history for that coverage period as Attachment M-1.

Florida Polytechnic University - FPU

FPU is a public university in Lakeland, Florida. Created as an independent university in 2012, it is the newest of the twelve institutions in the State University System of Florida. FPU joined the State of Florida auto policy in July 2019. The autos were not previously insured outside of the State Risk Management. Vehicles are used to conduct campus tours, transport materials for assessment, repairs and maintenance, campus parking enforcement, and to transport students to and from campus.

Florida School for the Deaf and Blind – FSDB

Blue Bird buses transport students and student athletes at the school.

Florida State University - FSU

All vehicles may travel out of state, but most do not. No personal use of program vehicles is permitted. Employees with unacceptable driving records are not allowed to drive state vehicles and if they do, then they must have a CDL, they can be terminated.

SPECIALIZED VEHICLES:

- 2015 CAIO, G3600 Motor coach, is used to transport the FSU football Team as needed.
- FSU CRUISING KITCHEN – The Seminoles Cruising Kitchen is an outdoor entertainment used to provide TV coverage and drinks on football game days, however the kitchen is currently not being used. It is stored at the Coca Cola Plant for security. It is utilized at home football games to show the games on the TV and to serve beer.



FSU Cruising
Kitchen Details.pdf

Justice Administration Commission – JAC

JAC Public Defenders (PD02)

PD02 has procedures and policies in place regulating the use of our office vehicle(s). This information is provided to each new driver once they are approved by our office administration to drive the vehicle. We maintain a list of all drivers including Driver's License numbers. Drivers are expected to report any issues, accidents, etc. with the vehicle as soon as they become aware or can do so to our office administration. We do periodically check on a drivers' history and use that to determine if they should be removed or remain as an authorized driver.

JAC Public Defenders (PD06)

PD06 performs Driver's License status prior to being allowed to drive a state vehicle. All keys are kept in Administration along with a mileage log to be used by a driver when a vehicle is picked up for use.

JAC Public Defenders (PD08)

Vehicles are used by Public Defender staff for official business only. Assistant Public Defenders (APDs), investigators, and Administrative staff that use state-owned vehicles must read and sign the "Vehicle Safety Procedures" (attached). Travel approved for vehicle use includes travel by investigators in support of PD cases, travel by APDs to and from court and related depositions, travel between Public Defender Offices by Administrative Staff, and travel to and from training events related to the functions of the Public Defender's Office.



PD08 Vehicle Safety
Procedures.docx

JAC Public Defenders (PD12)

We currently purchased 2 new cars for the Manatee and Sarasota Public Defender's Office. Both cars are considered carpool cars for the office to be used for case purposes and conference/seminars that are work related. Reasons include depositions, interviews, seminars, workshops, conferences and jail visits. We have currently updated our policy/procedure guide with rules and restrictions, which need to be read and signed, before using the car. Some of the restrictions include non-employees driving the vehicle, going places unrelated to work, using the car without permission beforehand, no smoking, texting on cell phones while driving, using the car for personal errands or reasons etc., which are all stated in the policies.

They also must sign the car in and out with times of use, gas used, mileage used, and all receipts are collected. The employees must request the car and will be provided with all the necessary policy documents needed that pertain to the car.

A copy of the employee's driver's license is required before they can take the car, as our investigation department runs a DL check, to make sure there's no legal restrictions.

JAC Public Defenders (PD20)

The Office of the Public Defender, 20th Judicial Circuit, uses vehicles for official state business purposes only. We have five offices within the 20th Judicial Circuit, which is one of the largest geographically. Vehicles are used by qualified and authorized employees only. Employees use vehicles primarily to conduct investigative work for the benefit of our clients. Further, vehicles are used when traveling to and from our various offices, agency-approved meetings, trainings, conferences, and any other official agency business throughout the State of Florida. Employees who may drive while working are required to sign, and fully adhere to, our Policy and Procedures on Motor Vehicles, as well as provisions in our employee manual detailing vehicle use and safety. Highlighted excerpts from our employee manual pertaining to vehicle use, as well as our Policy and Procedures on Motor Vehicles, are attached. In summary, the attached documents provide procedures and safety guidelines to ensure the proper use of agency vehicles, and the well-being of our employees.



PD20 Employee
Manual Vehicle Exce



PD20 Motor
Vehicles Policy.pdf

JAC State Attorney's Office, 17th Judicial Circuit

Our vehicles are used for official usage pertaining to our office's purpose of transporting court files and boxes to and from our Archives Storage to the courthouse and or Satellites. Our vehicles are 7103 ('06 Ford Econoline cargo van) and 81403 ('11 Ford E350 Passenger).

Before an employee is presented to be insured, a thorough assessment of their driving history is considered. If someone does not meet the requirements set within, then they are not even presented to be insured. When the requirements are met, the employee is then obligated to participate in the FDOT Defensive Driving Training program. The FDOT training program can be viewed at the YouTube link below, there are 11 modules.

<https://www.youtube.com/playlist?list=PLVo87uPoJ9HwF8qdmeFomo8thJKVoqy5g>

If an employee's driving record has been considerably questionable, then their driving privileges are suspended if not revoked. Our vehicles mentioned above are only used within our county's limits. None of our Office's vehicles has been altered. Our vehicles are not used for personal usage and are only used for our organizational purposes mentioned at the outset.



SA17 Policies and
Procedures.pdf

JAC State Attorney's Office, 19th Judicial Circuit

Our vehicles are used for state-related activities only. This would include the following activities: witness location, witness transportation to and from pre-trial & post trial hearings, trial, State Attorney Hearings; subpoena service; execution of search warrants and responses to homicides and Officer Involved Shootings. Some of these activities can occur after normal business hours.

SPECIALIZED VEHICLES:

- 2003 Freightliner MT55, is as a fully equipped Mobile Medical Unit that serves the homeless and uninsured population in Pasco County.
- 2009 Crown Victoria's Police Interceptor is used by investigators, attorneys and victim advocates in their daily missions.

New College of Florida – NCF

The van is used by the Provost's office orientation team in and around campus. No personal use is permitted, may travel out of state if required to fulfil agency mission. Any driver found to have an unacceptable driving record will be removed from the approved drivers list.

University of North Florida - UNF

There are four courtesy vehicles provided to three of our coaches and our Director of Athletics to use personally and professionally. Additionally, Athletics has three leased 15-passenger vans and two Sprinter Vans that are used to transport coaches and student-athletes to practices

and competitions. All drivers must have a valid driver's license on file, placed on our insurance, and must pass the van safety online course before driving a van.

Vehicles do travel out of state for team travel and recruiting travel needs. No personal use of the vans is permitted. Those coaches and AD receiving courtesy vehicles from the dealership are permitted to use them personally. Occasionally employees drive their personal vehicle for shorter drives for recruiting purposes or professional development. Most of the time, they rent vehicles from Enterprise/National. If an employee's driving record is considered unacceptable, the driver will be removed from the approved drivers list.

University of South Florida – USF

Currently USF has 13 departments that utilize the Auto insurance program. Of those 5 are academic departments. Academic departments utilize faculty, staff and sometimes students as drivers. The rest of the departments are more administrative in nature. Most vehicles are used to transport materials/supplies around campus and travel to meetings and conferences in state. We also have 1 vehicle that is the exclusive use of the Dean of Business. We also have 1 trailer, 1 motorcycle and 1 mobile health unit.

Each department is responsible for tracking their drivers and giving that information to the Insurance Coordinator. Licenses are checked to make sure they are valid.

SPECIALIZED VEHICLES:

- The 2017 Ford Explorer is used by Emergency Management and is altered with their equipment. It has a police radio, warning lights and built in tool cabinets in the trunk. The approximate value for just the vehicle is approximately \$32,000, the custom equipment is approximately \$5,958, and the radio system is approximately \$1,543.
- We have a mobile health unit that is towed behind a truck. The unit is used to provide Alzheimer's Care in senior neighborhoods so that they do not have to come to our campus. We hire a service to tow it to the locations that it works with and have a contract for them to provide liability.
- The Freedom Trailer contents total approximately \$3,395.95 in additional equipment.

Vehicles typically do not travel out of state, and personal use is normally not permitted. While employees do drive their own vehicles every once and a while for state business, we rely on the Risk Management Trust Fund Auto Liability coverage for their liability and not this policy. Driver found to have an unacceptable driving record will be removed from the approved drivers list.

University of West Florida – UWF

Vehicles are used exclusively by the Small Business Development Center (SBDC) employees. Driver's license checks are conducted by a UWF staff member prior to adding them to the insurance and annually thereafter. UWF does have an Automobile usage policy.

Vehicles do not travel out of state, nor is personal use of any vehicle permitted. Drivers found to have an unacceptable driving record will be removed from the approved drivers list.