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## MEMORANDUM

TO: Mayor Teresa Jacobs  
and  
Board of County Commissioners

FROM: Jeffrey J. Newton, County Attorney   
Sawsan Mohiuddin, Assistant County Attorney

DATE: April 24, 2017

SUBJECT: **Consent Agenda Item for the Board Meeting on May 9, 2017**  
*Proposed Revised Administrative Regulation 2.12.08, titled "Automobile Liability Insurance"*

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Attached for your review is a proposed revisions to Administrative Regulation 2.12.08.

**I. EXPLANATION & SUMMARY OF PROPOSED REGULATION:**

At the request of the Orange County Administrator's Office, the attached regulation was reviewed in depth and revisions were made to ensure that the regulation is consistent with current practices and procedures.

It is my intent to place the proposal on the May 9, 2017, Consent Agenda for approval by the Board of County Commissioners. Please advise me of any questions, comments, or modifications you may wish to make prior to that meeting.

**II ACTION REQUESTED:**

Approval of proposed revisions to Administrative Regulation 2.12.08, titled  
"Automobile Liability Insurance."

AMC

Attachment

cc: Ajit Lalchandani, County Administrator  
Eric Gassman, Chief Accountability Officer

*Deputy County Attorney*  
Joel D. Prinsell

*Senior Assistant County Attorneys*

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Melessia Lofgren  
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# PROPOSED REVISION

## 04/05/17

 <b>ORANGE COUNTY ADMINISTRATIVE REGULATIONS</b>	No.: 2.12.08
	Date: 05/02/88
	Approved By: BCC Revised: 6/27/06
<b>Title: AUTOMOBILE LIABILITY INSURANCE</b>	Page 1 of 2

### I. POLICY

The County will provide Automobile Liability coverage and Automobile Physical Damage coverage on owned, replacement, hired or borrowed automobiles and trucks. Coverage will be provided in accordance with Interlocal Risk Management and Self-Insuring Agreement, applicable insurance policies, ordinances, statutes, and applicable case law for all County departments, agencies and others.

All County employees who operate a vehicle in the process of conducting County business are required to attend a driver education training class, in accordance with Administrative Regulation 2.12.03.

### II. PROCEDURES

#### A. County Owned and Leased Vehicles

The Interlocal Risk Management and Self-Insuring Agreement provides protection for County employees as well as other covered agencies for bodily injury or property damage while the insured is on official business. There is an internal deductible on damage to County owned and leased vehicles as outlined in the Interlocal Risk Management and Self-Insuring Agreement.

#### B. Rental Vehicles

1. Automobiles rented by an employee should be rented in the County's name with the employee's name following for the County's liability to apply.
2. The Collision Damage Waiver (CDW), Lost Damage Waiver (LDW), Personal Accident Insurance (PAI), or other coverage shall be declined by the employee. Employees are covered for this exposure under the Worker's Compensation Law and the County's liability coverage.
3. The rental contract should be read very carefully with respect to restrictions.



## ORANGE COUNTY ADMINISTRATIVE REGULATIONS

No.: 2.12.08

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Often, the contract will allow only the renter to drive. Failure to follow the rules can void any insurance provided.

4. The rental automobile will be used for official County business only.

C. Personal Automobiles

1. Employees who are required or elect to use their personal vehicles to conduct official County business are not covered for property damage to their vehicle by the County's Risk Management Program. The employee's automobile liability coverage is primary and any excess liability coverage is covered under the County's Risk Management Program for property damage or bodily injury caused to another during the performance of their job.~~liability insurance.~~
2. Employees that use their personal vehicles for official County business shall ~~should~~ have automobile liability coverage to adequate limits. Adequate limits shall ~~should~~ be no less than the limits established in Chapter 627, Florida Statutes, \$100,000 Combined Single Limit (CSL) or its equivalent.

- D. The procedures for filing automobile liability claims are outlined in the Safety and Health Manual.

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**FOR MORE INFORMATION CONTACT:**

Risk Management Division

**REFERENCE:**

Interlocal Risk Management and Self-Insuring Agreement; F.S. Ch. 627