

Florida

Department of Highway Safety and Motor Vehicles

Division of Motorist Services

PROCEDURE	SUBJECT:		
BOR-003	REVENUE SHARE PROGRAM		
DESCRIPTION AND USE:			
<p>THIS PROCEDURE ENSURE CONSISTENT, STATEWIDE PROCESS FOR PARTICIPATION AND COMPENSATION IN THE REVENUE SHARE PROGRAM OFFERED BY THE DEPARTMENT VIA THE DEPARTMENT’S RECORDS MAINTENANCE AND MANAGEMENT PARTNER/VENDOR.</p>			
<p>I. <u>AUTHORITY</u> (if applicable):</p> <p>The authority for this procedure derives from F.S. 321.23(3) and F.S. 316.066.</p> <p>II. <u>DEFINITIONS:</u></p> <p>The following words and phrases, when used in this document, shall have the meanings respectively ascribed to them, except where context otherwise requires:</p> <p><u>Department</u> – The Department of Highway Safety and Motor Vehicles as defined in s. 20.24. The Department of Highway Safety and Motor Vehicle will henceforth be referred to as the “Department”.</p> <p><u>Crash Records Database</u> – Collection of traffic crash data housed and maintained by the Department.</p> <p><u>APPRISS/OPS</u> - The Contracted Vendor in which the Department has entered into an agreement with to fulfill record management services. APPRISS/OPS will administer the Revenue Share Program for the Department. APPRISS/OPS will hence forth be referred to for the duration of this document as “APPRISS”.</p> <p><u>Revenue Share Program</u> – Allows the department to distribute up to \$5.00 to the investigating agency for each Crash report sale conducted online.</p> <p><u>Timely</u>– Is defined by the Department as completed and submitted to the Department within 10 days after the date of crash.</p> <p><u>Accepted</u> – Is defined as a report that has been submitted on paper or electronically to the Department and has passed the Department’s minimum processing validation standards for crash reporting.</p>			
BUREAU CHIEF	EFFECTIVE DATE	REVISION DATE	PAGE #
	05/09/2012	09/10/12	BOR-03-01

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BuyCrash.Com – The website which makes available crash data for purchase.

III. POLICY:

It is the policy of this Agency to ensure that participation in the Revenue Share Program offered by the Department is and remains consistent, fair and transparent.

IV. PROCEDURES:

The agreed upon amount of \$5.00 will adhere to traffic crash reports submitted electronically and traffic crash reports submitted via mailed paper report.

Any crash report would be reimbursed that is:

1. Submitted timely.
2. Accepted into the Department's crash records database.
3. Purchased via BuyCrash.com.

APPRISS will provide tracking and auditing reports to the department, which will include but not limited to a list of:

1. Total number of Reports sold.
2. Total number of Timely Reports sold to include reimbursed amount and agency.
3. Itemized list of transactions to include report number, date purchased, amount and whether reimbursement occurred.
4. Itemized list of reports that did not sell.
5. Itemized list of reports not eligible for reimbursement with dates.