



City of Santa Clarita
POLICY/PROCEDURE

Number II-28

GLOBAL POSITIONING SYSTEMS IN CITY VEHICLES

ORIGINAL ISSUE

EFFECTIVE: 03/01/2017

CATEGORY: ADMINISTRATION

RESPONSIBLE DEPARTMENT: CITY MANAGER'S OFFICE

STANDARD MANAGEMENT PROCEDURE

I. PURPOSE

The City of Santa Clarita ("City") is committed to protecting its property and assets. The purpose of the Global Positioning System ("GPS") policy is to outline the use of real-time GPS tracking units on City vehicles. The City uses GPS for both employee safety and business reasons. Tracking City vehicles via GPS is an effort to maximize the value of the City's assets while reducing the cost of maintaining the vehicle fleet and providing a mechanism to monitor driving activities and behavior.

This policy establishes the program for the use of GPS in City vehicles as part of its Fleet Management System and provides guidance to City employees regarding the City's use of GPS in City vehicles. Fleet Management Systems that include GPS have been shown to improve vehicle maintenance diagnostics, reduce vehicle operating expenses, improve efficient use of fuel, increase the personal safety of staff, and provide assistance in time-critical scenarios.

II. DEFINITIONS

A. Fleet Management System - The City's Fleet Management System includes the GPS system described in this policy as well as other vehicle maintenance management programs designed to track vehicle repairs, maintenance, and performance data.

B. GPS or GPS unit - GPS unit is defined as a global positioning system, electronic wireless device, electronic tracking technology, location-based technologies, or other method or system used to track, observe, monitor and/or collect diagnostics, functions, and/or information about a City vehicles. Information gathered by GPS systems includes but is not limited to performance, location, speed, idle time, and routes of City vehicles.

C. Vehicle - Vehicle includes all vehicles and/or equipment owned, leased or used by the City.

III. POLICY

A. The City's Fleet Management Systems allows the City to monitor vehicle performance, including but not limited to vehicle speed, vehicle gas mileage, vehicle idling, engine performance, and vehicle location. The system will allow the City to dispatch vehicles based on location to maximize the efficiency of the fleet. Fleet Management Systems may be used to confirm or disprove allegations of rule violations/misconduct/abuse/traffic violations and damage claims. Fleet Management Systems are not intended to be punitive, although unsafe and/or unauthorized vehicle usage may lead to disciplinary action.

B. The City may install, activate and use a GPS unit in any City vehicle, at the sole discretion of the City Manager or his or her designee, and in furtherance of City business.

C. City employees may be required to operate and/or ride in a City vehicle equipped with a GPS unit.

D. Fleet Management Systems and GPS units may be used in furtherance of City business, including but not limited to the following:

1. Identifying, diagnosing, or monitoring functions related to the potential need to repair, service, or perform maintenance on a City vehicle
2. Capturing safety-related data
3. Managing City resources effectively
4. Increasing employee safety
5. Providing timely vehicle maintenance information
6. Providing aid to vehicles that break down
7. Measuring productivity
8. Locating stolen vehicles
9. Minimizing City risk
10. Monitoring employee routes and assignments
11. Monitoring employee adherence to City policies and rules
12. Investigations

E. All vehicles equipped with GPS units shall prominently display a notice to alert the driver and passengers the GPS unit is in use.

F. Employees have no reasonable expectation of privacy in the use, location or operation of any City vehicle. The City may use data collected by the Fleet Management Systems and/or GPS units to investigate employee misconduct and/or as a basis for discipline.

G. Employees are expected to exhibit safe driving habits in accordance with City policies and rules, and comply with all applicable federal, state and/or local laws.

H. Unless otherwise authorized by the General Services Manager, employees are prohibited from tampering with, modifying, damaging, manipulating or disabling the GPS unit installed on any City vehicle.

I. Access to the Fleet Management System and GPS unit information will be limited by each manager's responsibilities, and used for City-related business only.

J. The General Services Manager is responsible for generating monthly use reports on all City vehicles, and distributing the reports to the appropriate Director for review. Directors are responsible for reviewing the reports and ensuring any potential policy violations are investigated.

K. Fleet Management System records will be kept in accordance with the City's Records Retention program.

L. In the event the Fleet Management System and/or GPS unit provides information that demonstrates an employee's unsafe driving practices or another violation of law or City policies or rules, the City may investigate and address any potential violations through the City's disciplinary process.

M. Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

IV. EXCEPTIONS

There are no exceptions to this Policy without the express written authorization of the City Manager.

V. AUTHORITY

By the authority of the City Manager.

A handwritten signature in blue ink, appearing to read "Ken Striplin", is written over a horizontal line.

Kenneth W. Striplin
City Manager