

# CITY OF SAN RAFAEL

## POLICIES AND PROCEDURES



Subject:	City Vehicle Location Monitoring
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Approved By:	Marissa Sanchez, Human Resources

## CITY VEHICLE LOCATION MONITORING

### PURPOSE:

This policy governs the City of San Rafael's use of the electronic vehicle tracking system installed in all vehicles/equipment (vehicles) owned, leased, or rented by the City that are used by its employees during the course of City business. Vehicle-mounted electronic devices are to collect tracking data which can be used in various forms to the benefit of the City and employees, including but not limited to:

- Emergency (i.e. FEMA) reimbursement tracking
- Fuel and maintenance savings
- Vehicle maintenance tracking
- Improved resource management
- Increased personal and public safety
- Real-time diagnostics of vehicles
- Location of stolen vehicles
- Roadside assistance
- Operational efficiency
- Litigation

### RESPONSIBILITY:

All City employees who operate a City vehicle during normal business operations.

### REFERENCES:

Vehicle Use Policy and Procedures

### SCOPE:

All City vehicles and equipment that are operated during normal business operations excluding take-home vehicles and vehicles in which location security is a concern.

### DEFINITIONS:

- "City vehicles" shall include but are not limited to all automobiles, trucks, motorcycles, and wheeled construction equipment or any other equipment that is registered with the Department of Motor Vehicles.
- "Fleet Manager" shall be the Director of Public Works or their designee.

## **POLICY:**

### General Provisions

The City shall reserve the right to install and monitor global positioning system (GPS) tracking and telematic devices on City vehicles at its discretion and in the ordinary course of business.

City employees may, in the course of employment, drive and/or ride in a City vehicle equipped with fleet tracking technology. Employees operating City vehicles have no expectation of privacy regarding the information or data derived from the electronic tracking equipment. There should always be an expectation that fleet tracking equipment is installed and active in every City vehicle. All vehicles with installed fleet tracking equipment shall be clearly marked and identified for employees. Employees shall not tamper with any tracking or telematic devices on City vehicles.

The location of City vehicles and equipment may be monitored twenty-four (24) hours a day, seven (7) days a week, even during non-working hours.

The presence of the GPS devices does not relieve employees of their responsibility to report accidents, vehicle maintenance or repair needs, including damage to the GPS tracking device,

### Data Collection and Usage

The Fleet Manager shall have management authority over the GPS tracking system and software. A designated vendor which supplies GPS and telematic hardware/software will store captured data on a secure cloud-based server. Only members of management and supervisory staff will be able to access tracking information and any information obtained will be shared only with those persons with a legitimate business need to know. However, a request made pursuant to the California Public Records Act may require the City to disclose data from its GPS tracking system. In addition, the City may be required to produce information from its GPS system pursuant to a court order, subpoena, or other statute.

### Monitoring Information

Monitoring information will be gathered for safety, security, and productivity-related concerns and/or to determine the appropriate use of City vehicles, including but not limited to the following:

- **Safety:** Locate field staff if communication is lost or an emergency occurs. Monitor driver behavior and enforce safer driving habits in alignment with the City's Vehicle Use Policy.
- **Logistics:** Increase efficiency and higher customer service satisfaction in services and delivery, such as determining the closest employee to promptly respond to a customer's need.
- **Fleet Management:** Monitor vehicle condition and utilization in real-time. Monitor idle times and fuel use to identify cost-saving opportunities.
- **Emergencies:** Locate employees in case of emergency.
- **Timekeeping:** Ensure the accuracy of records.
- **Litigation:** Dispute claims against the City.
- **Discipline and consequences:** Monitoring data may be used in disciplinary action against an employee. Any disciplinary action will follow the procedures of the most current employee-specific MOU agreement.



# **CITY OF SAN RAFAEL**

## **ACKNOWLEDGEMENT OF RECEIPT OF CITY VEHICLE LOCATION MONITORING POLICY**

**I hereby acknowledge and fully understand the City Vehicle Location Monitoring Policy.**

**Employee Name**

**Signature**

**Date**