

GPS VEHICLE TRACKING POLICY FOR COUNTY VEHICLES

I. STATEMENT OF PURPOSE AND OVERVIEW:

The purpose of this policy is to establish criteria for the maintenance and use of all Bay County vehicles that are equipped with Global Positioning System (GPS) monitoring devices. GPS is a valuable tool to promote safer driving habits and alleviate risks associated with the use of Bay County vehicles. In addition, it will be used to manage Bay County vehicles more efficiently and cost effectively while fostering safe operation of Bay County vehicles.

II. GENERAL GUIDELINES:

Bay County vehicles are distinctly marked with the department name and Bay County logo and the way they are operated directly reflects on the County's public image. County vehicles are to be used as necessary to conduct business of the County and its operations. Employees shall not operate County vehicles for pleasure travel or to conduct private business. However, it is recognized that a minimum amount of personal use of a County vehicle may be required for those employees who are assigned a take-home vehicle while they commute to and from work in the County vehicle and conduct their daily work in or from a County vehicle. The necessity of a minimal amount of personal use is also recognized while employees are using a County vehicle for authorized travel outside of Bay County. In such cases, brief stops while in route to or from work or authorized business travel to legitimate business sites such as banks, grocery stores, convenience stores, or restaurants for meals are permitted. Any visits to business establishments that may lend discredit to the County are prohibited.

III. OPERATIONAL GUIDELINES UNDER GPS TRACKING

Bay County employees operate County-owned vehicles on behalf of the County and drive thousands of miles every year. Bay County's commitment to highway safety and employee welfare, in addition to the wellbeing of the general public, are the driving factors for utilization of GPS tracking.

GPS units in County vehicles will monitor:

- Speed of travel
- Time of arrival
- Length of stop
- Time vehicle is spent idling
- Location of the vehicle at every stop
- Seat Belt Use
- Vehicle Mileage
- Acceleration and Deceleration
- Rapid starts or hard braking
- Erratic driving
- Engine and battery health

All employees who drive Bay County vehicles are expected to comply with all governmental statutes and regulations related to the operation of motor vehicles, as well as Bay County vehicle policies. GPS tracking devices will enable the County to monitor employee compliance.

Driving habits and patterns, and usage shall be reviewed monthly by the department.

IV. DEVICE TAMPERING

Unless a department has vehicle maintenance staff in place to install GPS Tracking units, the IT Department is responsible for installing GPS Tracking units in County vehicles. Any tampering, or attempts to remove or disable the GPS equipment is prohibited. Any such actions will be subject to disciplinary action, up to and including termination.

Employees must report any malfunction of the GPS tracking devices immediately to their supervisor and/or the IT Department.

V. UNAUTHORIZED USE

County vehicles are to be used for conducting County business only within Bay County limits. Leaving Bay County without prior permission is prohibited, especially if the employee is on personal time.

Employees who are on "Call Out" or "Standby Assignment" status shall not be allowed to take their assigned County vehicle home if they live outside of Bay County without prior approval of the County Manager.

VI. RESPONSIBILITY ASSIGNMENTS

Employees:

Employees are responsible for compliance with all of the provisions of this policy when using County vehicles to conduct County business. For the purpose of this policy, the actual operator of each vehicle shall be the responsible employee.

Supervisors:

It is the responsibility of supervisors to ensure the requirements of this policy are understood by all employees under their management. In the event of a violation of this policy, it is the responsibility of the appropriate supervisor to consult with Human Resources and then administer any disciplinary action deemed necessary, up to and including termination.

It is also the responsibility of supervisors to ensure that their employees driving habits, patterns and usage are reviewed monthly.