

Use of GPS in Company Vehicles Policy



1. DISCLOSURE OF COMPANY USE OF GPS MONITORING TECHNOLOGY

The purpose of this Policy is to make you fully aware that the ABC Company uses Global Positioning System (GPS) technology to monitor your driving, whereabouts and vehicle use, as well as to notify you how and why we use GPS so that you harbor no reasonable expectations of privacy with regard to the personal information that may be collected, used and disclosed as a result of GPS monitoring.

2. PURPOSES OF USING GPS

After careful consideration, ABC Company has determined that use of GPS technology in Company vehicles is a necessary health and safety measure. The primary purpose for installing GPS technology in Company vehicles is to increase driver safety and ensure compliance with all traffic and other applicable safety regulations; the secondary purpose is to identify vehicle misuse, identify ways to reduce fuel costs and improve overall operational effectiveness.

3. INFORMATION COLLECTED BY GPS

The Company has installed a Global Positioning System GPS in the following vehicles [list]. All such vehicles will be identified by clearly posted markings indicating that the vehicle is equipped with a GPS. GPS collects information showing how the vehicle is operated, including:

- Speed of travel;
- Unsafe driving practices like rapid “jackrabbit” starts;
- Seat belt usage;
- Route of travel;
- Time of arrival;
- Length of stop;
- Time vehicle is spent idling;
- Location of the vehicle at every stop;
- Vehicle mileage;
- Acceleration and deceleration.

4. USE OF GPS DATA

Company ABC intends to use the data generated by GPS solely for the purposes listed in Section 2 above. [Supervisors/Managers] in charge of vehicle operation will regularly review GPS data each [week/month] to ensure:

- Employees are operating Company ABC vehicles safely;
- Vehicles are being operated within reasonable proximity of assigned work locations;
- Efficient travel routes are being utilized;
- Work activities are being planned efficiently; and
- Reported activities correspond with designated work hours and assigned duties

5. DISCLOSURE OF GPS DATA

No persons other than the designated [managers/supervisors] referred to in Section 4 above will have access to the GPS data. Personal information contained in the data will not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. In the event of a reported or observed incident, the GPS data may also be used to assist in the investigation of the incident and may be turned over to law enforcement or other government personnel, if appropriate.

6. RETENTION OF GPS DATA

GPS data will be kept for a maximum of [specify time] unless retention for a longer period is required to accomplish the purposes of this Policy. Old data that is not reused or recycled will be shredded, burned, magnetically erased or otherwise made permanently unreadable.

7. SANCTIONS

Individuals who fail to follow this Policy or who use GPS data inappropriately will be subject to disciplinary sanctions, up to and including termination.