



TOWN OF SHALLOTTE

TOWN OF SHALLOTTE GPS POLICY

PURPOSE AND OVERVIEW

The Town's commitment to highway/road safety and employee welfare, as well as, the wellbeing of the public, is a top priority and the origin of GPS. The purpose of this policy is to establish criteria for the maintenance and use all Town of Shallotte Fleet vehicles that are equipped with GPS monitoring devices. Town owned vehicles shall be operated in compliance with all applicable state and local laws and ordinances. There should be no expectation of privacy when using company owned equipment and/or vehicles.

GPS is a satellite tracking system that is attached to the Town vehicle, which monitors the vehicle during operation. This policy identifies categories in which the Town will be monitoring. The GPS system enables the Town to generate information and notifications regarding use location, and servicing requirements of the GPS equipped vehicles. The device will be used to notify supervisory personnel and fleet managers of vehicle trouble codes, mileage, vehicle location, speed, hard braking, rapid acceleration, etc. This information is transmitted and can be updated every minute.

The following GPS related activities are monitored and if a violation should occur the employee will be subject to disciplinary action up to termination:

- Speed of travel – All Town of Shallotte employees must obey all local traffic laws including speed limits. The GPS tracking device will transmit the highest speed of each vehicle.
- Device tampering – Any tampering attempts to remove, or disable the GPS equipment is prohibited.
- Time vehicle is spent idling
- Location of the vehicle at every stop/Unauthorized Use – Town vehicles are to be used for conducting Town business. Leaving the Town of Shallotte without permission is prohibited.
- Vehicle mileage
- Acceleration and deceleration
- Rapid Starts – “jackrabbit starts”

Driving habits, patterns, and violations of the policy are reviewed monthly and remain on the driver's record for 12 months. This means that a GPS policy violation remains viable and subject to progressive disciplinary actions for one year from the date of violation. Should multiple violations occur on the same day, they may be treated as one violation, with any applicable discipline based upon the most serious offense.

*This policy does not apply to the Public Safety personnel as they are monitored via the County's 911 system.

RESPONSIBILITY ASSIGNMENTS

EMPLOYEES: Employees are responsible for compliance with all provisions of this policy when using Town vehicles to conduct Town business. For the purpose of this policy, the actual driver and/or operator of each vehicle shall be the responsible employee.

SUPERVISORS: It is the responsibility of the supervisory personnel to ensure the requirements of this policy are understood by his/her subordinate employees. In the event of a violation of this policy, it is the responsibility of appropriate supervisory personnel to act in accordance with this policy. Any required disciplinary action deemed necessary shall be documented and shall be included in the employee personnel file.

Supervisors will use the GPS Tracking Coaching/Counseling Form if a violation should occur.

I hereby acknowledge that I received, read, understand, and agree to abide by the Town's GPS Policy and regulations. I shall comply with respective provisions of the policy.

Once signed, this copy will be placed in the employee's personnel file by Human Resources.

Signature

Print Name

Date