



EMPLOYEE MANUAL	
Title: FLEET MANAGEMENT POLICY	
Policy No.: 41.0	Section Nos.: 41.0 – 41.13
Approval Date: June 2022	Effective Date: June 2022
Approved By: Board of Directors	

Use of Electronic Devices in Agency Vehicles

SCV Water (“Agency”) is committed to protecting its property, assets and safety of employees. The purpose of the Fleet Management (“FM”) policy is to outline the collection and use of asset performance and location data from electronic devices, including but not limited to Global Positioning System (“GPS”) devices on Agency vehicles. The Agency will use electronic devices for both employee safety and business reasons. Using electronic devices to manage Agency vehicles is an effort to maximize the value of the Agency’s assets while reducing the cost of maintaining the vehicle fleet and providing a mechanism to monitor driving activities to help ensure safe fleet operation and asset performance.

This policy establishes the program for the use of electronic devices in Agency vehicles as part of its Fleet Management System and provides guidance to Agency employees regarding the Agency’s use of those devices in Agency 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, provide regulatory required data, and provide assistance in time-critical scenarios.

41.0 Definitions

Fleet Management System - The Agency's Fleet Management System includes, but not limited to, sensing and diagnostic modules, and electronic devices with GPS tracking described in this policy as well as other vehicle maintenance management programs designed to track vehicle repairs, maintenance, and performance data.

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 Agency vehicles. Information gathered by GPS systems includes but is not limited to performance, location, speed, idle time, and routes of Agency vehicles.

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

41.1 Electronic Devices Purpose

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



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41.2 Installation, Activation, and Use

The Agency may install, activate, and use electronic devices in any Agency vehicle, at the sole discretion of the Agency Manager or his or her designee, and in furtherance of Agency business. The GPS or GPS unit shall be mounted on Vehicles in accordance with Vehicle Code section 26708(b)(12). Mounting device requirements and location is described as a seven inch square in the lower corner of the windshield furthest removed from the driver, or in a five inch square in the lower corner or the windshield nearest to the driver and outside of an airbag deployment zone.

41.3 Employee Notification

Agency employees will be notified that they may be required to operate and/or ride in a Agency vehicle equipped with electronic devices including but not limited to a GPS unit.

41.4 Asset Data Uses

The Fleet Management System and electronic devices such as GPS units may be used in furtherance of Agency business, including but not limited to the following:

- Identifying, diagnosing, or monitoring functions related to the potential need to repair, service, or perform maintenance on an Agency vehicle
- Capturing safety-related data
- Managing Agency resources effectively
- Increasing employee safety
- Providing timely vehicle maintenance information
- Providing aid to vehicles that break down
- Measuring productivity
- Locating stolen vehicles
- Minimizing Agency risk
- Complying with regulatory requirements
- Monitoring employee routes and assignments
- Monitoring employee adherence to Agency policies and rules
- Investigations

41.5 Electronic Device Disclosure

All vehicles equipped with electronic devices such as GPS units shall prominently display a notice to alert the driver and passengers that electronic devices may be in use.



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41.6 Vehicle Privacy

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

41.7 Driving Conduct

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

41.8 Electronic Device Tampering

Unless otherwise authorized by the General Manager, employees are prohibited from tampering with, modifying, damaging, manipulating, or disabling the electronic units, the Fleet Management System, and any GPS unit installed on any Agency vehicle.

41.9 Asset Data

Access to the Fleet Management System and GPS unit information will be limited by each manager's responsibilities and used for Agency-related business only. Any requests for data by a supervisor must be approved by the Chief Operating Officer or designated employee.

41.10 Asset Data Reports

The Fleet and Warehousing Supervisor, or designated employee, is responsible for generating monthly use reports on all Agency vehicles and distributing the reports to management for review. Management is responsible for reviewing the reports and ensuring any potential policy violations are investigated.

41.11 Asset Records

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

41.12 Disciplinary Protocol

The goal of this policy is not to take a punitive approach, however, in the event the Fleet Management System and/or GPS unit provides information that demonstrates an employee's unsafe driving practice or another violation of law or Agency policies or rules, the Agency may investigate and address any potential violations through the Agency's disciplinary process.

41.13 Penalty for Violation

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