

CITY OF FRISCO PERSONNEL POLICIES
SECTION: VEHICLES

Subject: GPS VEHICLE TRACKING POLICY

Date: 04/21/15

Approved by: Ordinance 15-04-21

Revision Date:

I. STATEMENT OF PURPOSE AND OVERVIEW:

The purpose of this policy is to establish criteria for the maintenance and use of all City of Frisco vehicles that are equipped with GPS monitoring devices. City owned vehicles shall be operated in compliance with all applicable state, and local laws and ordinances.

This policy identifies five categories that include speed, idling, tampering, unauthorized use, and maintenance. This system enables the city to generate information and notifications regarding use, location, and servicing requirements of the GPS equipped vehicles. The data will be used to notify supervisory personnel and fleet managers of vehicle trouble codes, mileage, vehicle location, vehicle idling time, speed, routing, service intervals, hard braking, rapid acceleration, etc. This information is transmitted and updated every two minutes.

II. VEHICLE SPEED:

All City of Frisco vehicles must obey all state and local traffic laws including speed limits. The GPS tracking device will transmit the highest speed of each vehicle during the preceding two-minute reporting interval.

III. VEHICLE IDLING:

Texas Administrative Code 30 TAC 114.512 prohibits any vehicle with a gross vehicle weight over 14,000 pounds from idling for more than five consecutive minutes. For policy consistency, all city owned vehicles are prohibited from idling for more than five consecutive minutes unless allowed for the following conditions:

- a. When detained in traffic
- b. When necessary for inspecting or servicing vehicle
- c. When operating a power take-off device (i.e. operating a lift, crane, pump, or other auxiliary equipment)
- d. When the vehicle cannot move due to adverse weather conditions or mechanical failure
- e. When queuing
- f. When necessary to provide air conditioning/heat to prevent a safety or health emergency.

IV. DEVICE TAMPERING:

Any tampering, attempts to remove, or disable the GPS equipment is prohibited.

V. UNAUTHORIZED USE

City Vehicles are to be used for conducting city business only within the jurisdiction of the City of Frisco. Leaving the jurisdiction of the City of Frisco without permission is prohibited.

VI. VEHICLE MAINTENANCE

The GPS monitoring device provides servicing requirements with vehicle trouble codes. The assigned employee of each vehicle is responsible for providing possible maintenance requirements to his/her supervisor.

VII. RESPONSIBILITY ASSIGNMENTS

Employees

Employees are responsible for compliance with all the provisions of this policy when using city vehicles to conduct city 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 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.

VIII. ENFORCEMENT

Any violation with the provisions of this policy may result in disciplinary action up to and including termination.