

# CITY OF MINNEAPOLIS

## Automatic Vehicle Management Policy

**Applies to:** All fleet units (other than specified Public Safety units) and all regular, seasonal and Temporary City employees who drive city vehicles.

**Synopsis:** Establishes the policy for the use of Global Positioning System (GPS) on City of Minneapolis vehicles and equipment.

**Council Approval Date:** TBD

**Effective Date:** TBD

**Links to Related Regulations:**

**Administering Department:** Public Works

**Phone:** TBD

### **Purpose and Scope**

The purpose of this policy is to establish City of Minneapolis (City) guidelines and procedures for the implementation and use of the Automatic Vehicle Management (AVM) System. The AVM system has a Global Positioning System (GPS) as an integral part of its function. The system is designed and intended to provide vehicle location and other information while in the field and enhance employee safety and security; lower maintenance costs through better preventative and predictive maintenance schedules; improve fuel economy, reduce vehicle idling, and optimize vehicle utilization; and improve driver behavior while operating a City vehicle. These technologies can help us meet our Preventative Maintenance schedule, No Idle Policy, and the City's Green Initiatives to protect Minneapolis' environment.

The City Public Works Department's – Fleet Services Division reserves the right to install the AVM system in any of its vehicles whether owned or leased. The AVM system will allow management to record location, route, speed, ignition status and other important diagnostic information of its vehicles. Employees should understand that AVM data may be used to make decisions regarding employee use of equipment based solely, or in part, on AVM data. Employees should also understand that they have no expectations of privacy when using City vehicles.

All City vehicles that are AVM equipped will have a sticker affixed in a prominent location in every vehicle stating "This vehicle is AVM equipped".

City's goals and objectives for AVM system data collection includes educating and informing employees about idling, speeding, out of service area travel, odd hours/days travel and how to become safer and more fuel-efficient drivers. Information may be used during investigation into allegations of employee misconduct or in cases of substandard performance.

Employees who purposely disable, tamper or remove the AVM equipment shall be subject to disciplinary action, up to and including termination of employment.

The Director of Public Works or designee is responsible for the development, establishment, and maintenance of procedures to implement and support this policy, and to ensure the policy is in compliance with applicable laws, City ordinances, policies and rules.