

ADMINISTRATIVE PROCEDURES



Procedure Number: 49-8

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C. Deulabay
County Administrator

SUBJECT: **GLOBAL POSITIONING SYSTEMS (GPS) IN PIMA COUNTY VEHICLES**

DEPARTMENT RESPONSIBLE: **FLEET SERVICES DEPARTMENT**

1. **STATEMENT**

Global Positioning System (GPS) is a valuable tool to promote safer driving habits and to alleviate risks associated with County vehicles use. Primary goals of the GPS is to manage County Vehicles more efficiently and cost effectively while fostering safe operation of County Vehicles.

2. **DEFINITIONS**

County Vehicle - Any County owned, leased, or rented vehicle including, but not limited to sedans, trucks, vans, and heavy equipment.

Global Positioning System (GPS) - A global satellite navigation system used to determine vehicle or equipment location, track fleet productivity and monitor driving habits.

3. **APPLICABILITY**

GPS equipment shall be installed in all County vehicles except for stealth vehicles used by the Pima County Sheriff's Department.

4. **RESPONSIBILITY**

A. **Fleet Services - Administration**

1. Administer the GPS program for all County departments except for Pima County Sheriff department, including maintaining system administrator rights. GPS for vehicles assigned to the Pima County Sheriff department will be administered by the Sheriff department.

2. In conjunction with the departments or Driver Safety Committee, investigate driving behavior that may appear to be unsafe or non-work-related.
3. Provide GPS activity and/or exception reports upon request by Department Directors.
4. Monitor and investigate all alerts of equipment tampering or malfunction of the GPS equipment.

B. Fleet Services – Repair & Maintenance Shop

1. Install GPS equipment in all County vehicles.
2. Repair, alter or remove GPS equipment in County Vehicles and equipment. Repair, alter or removal by other departments is strictly prohibited.

C. Departments

1. Develop Department GPS software procedures to monitor:
 - Vehicle activity complies with Pima County Administrative Procedures or Board of Supervisors' Policies regarding vehicle use
 - Department management reviews employee driving behavior for safety and non-work-related activity
 - Review and address unusual or unsafe behavior or safety concerns with an employee in a timely manner
2. Respond to Fleet Services driving inquiries within ten workdays and provide feedback on proposed disciplinary or corrective action related to GPS incidents reviewed by the Driver Safety Committee per Administrative Procedure 30-33.
3. Request user access to GPS database. Notify Fleet Services of user separation from department and/or County.

D. Employees:

1. Not remove or alter the GPS equipment installed in County Vehicles or other equipment.
2. Report problems with the GPS equipment to Fleet Services by close of business day.
3. Review, understand, and follow the policies outlined in this procedure.