CITY OF EUREKA	Category:	PUBLIC SERVICES
POLICIES & PROCEDURES	Subject:	FLEET TELMATICS
Date Adopted:	File Number	6.10

POLICY OBJECTIVE

to establish administrative regulations for the use of fleet telematics in municipal vehicles within the City of Eureka. This policy aims to enhance operational efficiency, promote safety, ensure regulatory compliance, and protect the privacy of employees and the public.

ASSIGNED RESPONSIBILITY

Public Works Department

SCOPE

This policy applies to all city departments, employees, contractors, and authorized users who operate or manage municipal fleet vehicles equipped with telematics systems. All City vehicles (and motorized equipment) will be equipped with telematics systems. Certain non-motorized equipment (such as trailers) will also be equipped with telematics, and monitored on a rotating basis

The systems installed on City vehicles and equipment collect data on vehicle location, operation, and condition. This information is transmitted to a central system managed by Fleet Services where it is stored, analyzed, and collated. It is accessible online by trained and authorized staff. Access to the system and training on its functionality is managed by Fleet Services. Telematics systems include a Global Positioning System (GPS) capability as an integral part of their functionality along with other capabilities beneficial to safe, sustainable and efficient operation of the fleet. Telematics systems installed in City vehicles and equipment collect and transmit data on vehicle use that can be used to dispatch vehicles to service calls, reduce idling, enhance maintenance, and improve safety through monitoring of driver behavior. The next paragraph explains the data collected, its use, and benefits.

DEFINITIONS

- **Fleet Telematics System:** Technology that enables remote monitoring and management of vehicles through GPS tracking, diagnostics, and other data collection tools.
- **Municipal Vehicles:** All city-owned, leased, or rented vehicles utilized for official duties.
- **Authorized Users:** Employees or contractors designated to operate municipal vehicles.

OBJECTIVES

- Improve fleet management through real-time data analysis.

- Enhance driver safety and accountability.
- Reduce fuel consumption and environmental impact.
- Comply with legal and regulatory requirements.
- Promote cost savings through improved vehicle utilization and maintenance.

TELEMATICS SYSTEM IMPLEMENTATION

- The city will equip municipal vehicles with telematics devices.
- System installation, maintenance, and operation will be managed by Fleet Services.
- Telematics data will be securely stored and accessed only by authorized personnel.
- Non-motorized equipment critical to city operations may also be equipped with telematics where applicable.

ACCEPTABLE USE

- Telematics data shall only be used for:
    - Vehicle location tracking for operational efficiency.
    - Monitoring driver behavior for safety improvement.
    - Preventative maintenance scheduling.
    - Investigating incidents, accidents, or complaints.
    - Reducing unnecessary idling to improve fuel efficiency and environmental sustainability.
    - Improving efficiency in the utilization of vehicles

DATA COLLECTION AND PRIVACY

- Collected data includes vehicle location, speed, mileage, fuel consumption, and maintenance diagnostics.
- The city shall comply with all applicable privacy laws, including California Government Code Section 6254.
- Employees will be notified of the collection and use of telematics data.
- Telematics data will not be used for employee performance evaluations except in cases involving safety, policy violations, or legal compliance.
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DATA ACCESS AND RETENTION

- Only authorized personnel within Fleet Services may access telematics data.
- Data shall be retained for a period of 24 months unless required for an investigation.
- Requests for data access must be approved by Public Works Director.
- Any release of telematics data to external agencies must be in compliance with legal and public records requirements.

ROLES AND RESPONSIBILITIES

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EMPLOYEES

- Employees must operate municipal vehicles in accordance with city policies and traffic laws.
- Employees shall not tamper with or disable telematics devices.
- Employees may request access to their own telematics data by submitting a request to Human Resources.

FLEET SERVICES

- Manage the telematics systems for the City fleet
- Engaging with departments to provide access, analysis, training, and support. Provide relevant information to departments, including but not limited to updated telematics reports and utilization data. Install and maintain vehicle telematics systems.

USER DEPARTMENTS

- Monitor reports, coach employees as necessary to improve driving habits.
- Report inoperative telematics systems and system problems to Fleet Services.

COMPLIANCE AND ENFORCEMENT

- Violations of this policy may result in disciplinary action, up to and including termination.
- Unauthorized access, misuse, or tampering with telematics data is strictly prohibited.
- The city reserves the right to audit and review telematics data for compliance purposes.
- Telematics data may be used in accident investigations or to verify compliance with operational and safety policies.

POLICY REVIEW AND UPDATES

- This policy shall be reviewed annually by the Fleet Services.
- Amendments may be made as necessary to reflect operational, legal, or technological changes.