

Vehicle GPS Policy

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Category: Properties and Facilities	Date Created: September 2013
Responsibility: Director Facilities Management	Date Last Reviewed: November 2017
Approval: Chief Financial Officer	Version: 17.1

Purpose

This policy sets out a framework for the application of Global Positioning System (GPS) tracking of UCOL Fleet Vehicles

Scope

This policy applies to all staff, contractors, and members of the UCOL Council and in certain circumstances, students who are approved to drive vehicles provided by UCOL.

Responsibility

The Director Facilities Management will:

- Have overall responsibility for overseeing the implementation of this policy
- Work with Facilities Management (FM) and Senior Managers for the administration and implementation of this policy.
- All UCOL line managers are responsible for ensuring UCOL vehicles are used by their staff in line with UCOL's Motor Vehicle use policies.
- Health & Safety are responsible for the monitoring of all vehicle incidents and making recommendations to managers on remedial action that may minimise further incidents.
- Drivers are responsible to only use UCOL fleet vehicles in a safe, legal and careful manner, in line with UCOL's Motor Vehicle use policies.

Policy Statements

The purposes of the Global Positioning System (GPS) tracking of UCOL Fleet Vehicles are to:

1. Help maximise the value of the UCOL's assets. To achieve this it collects driver information and provides trip information of where and when a vehicle has travelled. This information will confirm adherence to UCOL use of vehicle policy, and provide evidence and protection against false accident claims.
2. Provide location data to:
 - a. give FM information to assess return times and reallocate vehicles as required

- b. In the event of an accident or incident have location information to respond to, or pass to emergency services if required
3. Trigger accident or duress response
 - a. The system includes impact assessment and a duress alarm that the driver or passengers can activate in the event of a breakdown, accident or other incident.
4. Provide exception reports on vehicle use. This could include (but is not limited to) excessive engine idling, speeding, harsh acceleration, and breaching a geo-fenced location.
5. This policy and the GPS system are not intended to be punitive or used to monitor individual employees, although unsafe and unauthorized vehicle usage may lead to disciplinary action.
6. Tampering with any GPS equipment in the vehicle is prohibited and may subject the employee to disciplinary action.
7. Vehicles equipped with GPS tracking equipment will have a notification located in the vehicle pouch.
8. FM may use your journey's information to facilitate their services, troubleshoot problems; collect fines owed; detect and protect UCOL against error, fraud, or other criminal activity, and enforce UCOL's Motor Vehicle Safe Usage Policy.
9. Managers may request and review information on journey's that their staff have made.
10. UCOL employees who have access to this information are required to keep this information confidential and not use it for any other purpose than outlined in this policy.

Upon request, a copy of your journey report can be made available.

Related Documentation

- [Private Use of UCOL Vans - Terms and Conditions - Agreement](#)
- [Private Use of UCOL Trailers – Terms and Conditions - Agreement](#)
- [Conduct Expected of Employees Policy](#)
- [Disciplinary Procedure](#)
- [Health and Safety Policy](#)
- [Drug and Alcohol Policy](#)