

	Hernando County Fleet Management Standard Operating Guidelines		
Division:	Administration	Issue Number:	760
Initiated:	Fleet Administration	Effective Date:	03/06/2021
Approved:		Revision Date:	11/08/2022
Subject:	GPS		Page 1

Hernando County Fleet Management

GPS/Telematics Policy

1. Purpose

Telematics is a technology used for sending, receiving, and storing information related to remote objects, like vehicles and equipment. It supports improved management, maintenance, and repair, thus making the county Fleet vehicles/equipment more efficient and safer than vehicles without this technology. Telematics also provides information that monitors engine performance and sends real-time vehicle-computer trouble codes and vehicle information to Fleet Management.

2. Authorized and Prohibited Uses

Telematics and its data shall be used for County business purposes only to determine vehicle speeds, location, routes, usage, idling frequency, and on-board diagnostic information. Telematics and its data shall also be used for the administration and management of County vehicles/equipment, including their safe and efficient operation; and to assist in assessing and responding to a complaint or claim against the County. Telematics shall not be used for personal purposes.

3. Data Collection

In addition to the data described in the Purpose and Authorized and Prohibited Use Sections of this Policy, Telematics shall provide real-time location of County vehicles/equipment, a bread-crum trail of locations the vehicle/equipment has been, the disposition of the vehicle/equipment, and posted speed limits and maps of the area where the vehicle/equipment is located.

4. Data Access

Data stored on the vendor's server shall be accessed by authorized County employees provided with an authorized user credential by Fleet Management. County employees with the ability to log onto the vendor's server shall be limited to the County Administrator, Deputy County Administrator, Risk Manager, Fleet Management, Department Directors, Department Managers, and Supervisors. Only the County Administrator, Deputy County Administrator, Risk Manager and Fleet Management will have access to all County vehicles. Department Directors, Department Operations Managers, and Supervisors will be given access to view the vehicles/equipment within their assigned department. Access to the vendor's server shall not be granted to other County employees.

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Subject:	GPS		Page 2

Accessed data shall be made available to only the following:

- County Administrator
- Deputy County Administrator
- Directors, Deputy Directors
- Risk Manager
- Fleet Manager
- Fleet Supervisor
- An Agency or Department Head, regarding a county vehicle/equipment related to their department
- Other County personnel designated by an individual identified above to the extent that individual determines that access is reasonably necessary for a specific criminal, civil, or administrative investigation or action
- The County's vendor for Telematics.

5. Data Retention

Telematics data shall be retained for the duration of the County's contract with the Telematics vendor in accordance with that contract.

During the County's contract with the vendor:

- Telematics data shall be generated for County vehicles/equipment until they are no longer part of the County inventory.
- Telematics data shall be stored by the vendor and remain readily available per contract terms and all applicable laws.

If the reports are determined by County management to be reasonably necessary to a specific criminal, civil, or administrative investigation or action, those reports shall be authorized to be retained until the investigation or action has ended.

6. Public Access

The public shall not have direct access to data. Data shall be made public or deemed exempt from public disclosure pursuant to state or federal law. Public requests for Telematics data shall be submitted to the Public Information office, for response in accordance with Florida Public Records Act and other applicable state or federal laws.

7. Training

This Use Policy shall be available to and/or distributed to County employees.

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Subject:	GPS		Page 3

Departments shall beresponsible for informing their employees that County vehicles/equipment are monitored.

8. Participation

All county vehicles and equipment must participate in the program at all times except for emergency response vehicles that are equipped with another telematics system.

9. Driver violations

Supervisors shall follow the county’s progressive disciplinary plan when vehicles or equipment alert of unsafe or improper use of county vehicles.

10. Oversight

The Director of Fleet Management or designee shall oversee compliance with this GPS/Telematics Use Policy. Employees identified in the Data Access section of this policy shall administer and/or monitor the telematics data including providing access to authorized members of law enforcement. Alleged violations of this policy shall be reviewed by one or more employees identified in the Data Access section of this policy with the assistance of the Office of the County Administrator and Human Resources Department.

Approved as to Form
and Legal Sufficiency

Victoria Anderson