



VEHICLE GLOBAL POSITIONING SYSTEM (GPS)

Responsibility:	Coordinating Superintendent, Business Services & Treasurer of the Board; Coordinating Superintendent, Human Resource Services
Legal References:	Occupational Health and Safety Act; Highway Traffic Act
Related References:	Board Policy 1002 Occupational Health and Safety; Board Policy 4006 Parking on School Board Properties; Board Policy 6001 Code of Conduct; Administrative Procedure 3760 Progressive Discipline; Administrative Procedure 4970 Fleet Vehicle Use; VEH-19-01 Vehicle Use Agreement; VEH-19-02 Commute Vehicle Use Agreement
Revisions:	
Reviewed:	

1. Preamble

The following procedure outlines the process regarding the use of Global Positioning System (GPS) in Board vehicles. The GPS system enables the Board to generate information and notifications regarding the use, location, manner of operation and servicing requirements of Board owned vehicles.

2. General

- 2.1 All Board vehicles are equipped with a GPS device to ensure the safety and security of Board employees and vehicles. As well, the GPS device will be used as a management tool to ensure continuous improvement of the service we provide.
- 2.2 Access to the real time or historic GPS data shall be restricted to those individuals responsible for the management of Board vehicles and the Supervisors of those employees who are assigned to operate a Board vehicle.
- 2.3 All requests to see historical GPS data from people outside the approved user group will first be reviewed by the Manager of employee for approval.

3. Guidelines for Use of Global Positioning System Information

- 3.1 The GPS system will be used to provide information in the following circumstances:
 - 3.1.1 Determination/investigation of missing/stolen vehicle(s);
 - 3.1.2 Public concern/complaint made to the Board of vehicle activity;
 - 3.1.3 Excessive speed occurrence;
 - 3.1.4 Location of vehicle for emergency response;

- 3.1.5 Data to improve efficiency;
 - 3.1.6 Safety and safe vehicle operation;
 - 3.1.7 Excessive idling; or
 - 3.1.8 The Board is investigating a specific employee performance concern.
- 3.2 The GPS system will not be used to randomly audit an employee or as a means of monitoring employee work performance. However, if the Board is using or reviewing GPS data in accordance with items 3.1.8 above, and learns of concerns or issues regarding employee misconduct, the GPS system may be used to provide data or evidence.
- 3.3 In the event that GPS data is used to address concerns or issues regarding employee misconduct, the employee will be provided with a copy of the GPS data, which the Board is relying upon, in order to respond to the concerns or issues raised.
- 4 **Effective date for commencing the use of GPS as outlined in Administrative Procedure 3860**
- 4.1 The GPS procedure noted above will commence February 22, 2021.
 - 4.2 The Board will not rely on GPS data to effect any form of discipline for events occurring prior to the Administrative Procedure's effective date.