

## VEHICLE ASSET MANAGEMENT

Intent:

The purpose of this policy is to provide guidelines for the use of vehicle performance and tracking data generated from vehicle mounted electronic devices.

Policy:

Vehicle Asset Management technology allows the Department to monitor vehicle performance, track vehicle location, and use resources more efficiently. The information may allow managers to schedule preventative vehicle service before it becomes more costly, enhance job performance, personnel safety and situational awareness, and may provide assistance in time critical scenarios.

Vehicles equipped with a vehicle asset management device shall have the following decal to inform employees:

**NO SMOKING IN ANY COUNTY VEHICLES, AT ANY TIME**  
**ALWAYS AVOID UNNECESSARY ENGINE IDLING**  
There should be no expectation of privacy in any County vehicle at any time.  
There should always be an expectation that GPS/monitoring system(s)  
are installed and active in every County vehicle.

It is not the intent that the vehicle asset management device be used for routine monitoring of employees. However, Supervisors are expected to review certain reports of the data on a regular basis. Information contained in the reports may lead to disciplinary investigations. After analyzing the results of the investigation, the employee may receive discipline up to and including dismissal.

Approved for inclusion in Public Works Policies Manual:

Signed by Julia R. Bueren  
Public Works Director

September 3, 2012  
Date

Cross References:

Board Orders & Resolutions:

Ordinances & Administrative Bulletins:

Strategic Plan: Goal 2 Safety

Accreditation Management Practices: 18.9 Equipment Utilization  
18.21 Equipment Monitoring

Policy reviewed and approved for continued use:

Reviewed by *Signed by Julia R. Bueren*  
Public Works Director

Date *August 23, 2016*

Reviewed by \_\_\_\_\_  
Public Works Director

Date \_\_\_\_\_

Reviewed by \_\_\_\_\_  
Public Works Director

Date \_\_\_\_\_

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Rev. 02/16