

## **ADMINISTRATIVE ORDER NO. 131**

Pursuant to the authority granted to the City Administrator in Section 2-300, BMCC the following policy is hereby established as the City of Billings Automatic Vehicle Location (AVL) Tracking Policy

### **CITY OF BILLINGS AUTOMATIC VEHICLE LOCATION (AVL) POLICY**

The purpose of this Administrative Policy is to provide guidance to department heads, managers, supervisors, and employees regarding the City's use of AVL Technology in vehicles it owns or leases. The AVL system has a Global Positioning System (GPS) as an integral part of its function. The system is able to provide both real time and historical information which can be obtained via a computer system.

The City reserves the right to install the AVL system in any of its vehicles whether owned or leased. The AVL system will allow management to record location, route, speed, ignition status and other important diagnostic information of its vehicles. Installation and use of AVL devices, and other data gathering devices, on City vehicles is performed for the following purposes:

- Provide vehicle location and other information while in the field and enhance employee safety and security, i.e., to check and make sure that an employee is not in medical or physical distress when a vehicle has remained idle for an extended period.
- To provide a tool for verification of vehicle locations to assist in investigation of complaints and property damage claims.
- Automation of performance management information for work programs, including data on equipment and employee performance.
- Use as an aid for more efficient and direct routing and/or re-routing of equipment, to increase productivity and reduce miles driven, in order to conserve fuel and minimize air quality impacts.
- To provide a tool for use by supervisors and managers in monitoring and improving staff performance.

Employees should understand that AVL data may be used to make decisions regarding employee use of equipment. Employees should also understand that they have no expectations of privacy when using City vehicles.

Employees shall comply with rules, regulations, and policies pertaining to the use and care of City equipment. The City's goals and objectives for AVL system data collection includes educating and informing employees about idling, speeding, out of service area travel, odd hours/days travel and how to become safer and more fuel-efficient drivers. Information may be used during investigation into allegations of employee misconduct or in cases of substandard

performance. Employees who purposely disable, tamper or remove the AVL equipment shall be subject to disciplinary action, up to and including termination of employment.

Disciplinary actions may be taken based on data or information from AVL or other data gathering devices installed on City vehicles. For other than serious infractions, a supervisor or manager will first counsel an employee on performance based on information obtained from such devices, inquiring about actions or status.

Where there is evidence of criminal activity, data may be provided to the police or other enforcement agencies if requested.

All City vehicles that are AVL equipped will have a sticker affixed in a prominent location in every vehicle stating "This vehicle is equipped with automatic vehicle location (AVL)".

Dated this 5<sup>th</sup> day of May, 2017.

  
Christina F. Volek, City Administrator