

GPS VEHICLE TRACKING POLICY FOR TOWNSHIP VEHICLES

Resolution 2024-13

I. STATEMENT OF PURPOSE AND OVERVIEW:

The purpose of this policy is to establish criteria for the maintenance and use of all Township vehicles that are equipped with Global Positioning System (GPS) monitoring devices. GPS is a valuable tool to promote safer driving habits, a safer environment, and give the Township the ability to manage the vehicles more efficiently.

II. GENERAL GUIDELINES:

Lehigh Township vehicles are distinctly marked with the department name and vehicle number and the way they are operated directly reflects on the Township's public image. Township vehicles are to be used as necessary to conduct business of the Township and its operations. Employees shall not operate Township vehicles for pleasure travel or to conduct personal business. Unless otherwise approved or required as part of job performance, only Township personnel or officials are permitted to be occupants of Township vehicles.

III. OPERATIONAL GUIDELINES UNDER GPS TRACKING

Lehigh Township employees operate Township owned vehicles on behalf of the Township and drive thousands of miles every year. Lehigh Township's commitment to highway safety and employee welfare, in addition to the wellbeing of the general public, are the driving factors for utilization of GPS tracking.

GPS units in Township vehicles will monitor:

- Speed of travel
- Time of arrival
- Length of stop
- Time vehicle is spent idling
- Location of the vehicle at every stop
- Erratic driving

All employees who drive Lehigh Township vehicles are expected to comply with all governmental statutes and regulations related to the operation of motor vehicles, as well as any existing Lehigh Township vehicle policies. GPS tracking devices will enable the Township to monitor employee compliance with existing policies. Driving habits, patterns, and usage shall be reviewed regularly by each department.

IV. DEVICE TAMPERING

The Public Works Department will be responsible for installing GPS Tracking units in Township vehicles. Any tampering, or attempts to remove or disable the GPS equipment is prohibited. Any such actions will result in appropriate discipline.

Employees must report any malfunction or issue with the GPS tracking devices immediately to their supervisor.

V. UNAUTHORIZED USE

Township vehicles are to be used for conducting Township business only. Leaving Lehigh Township for other purposes or in a manner which is against respective departmental policy without prior permission is prohibited.

VI RESPONSIBILITY ASSIGNMENTS

Employees:

Employees are responsible for compliance with all of the provisions of this policy when using Township vehicles to conduct Township business. For the purpose of this policy, the actual operator of each vehicle shall be the responsible employee.

Management:

It is the responsibility of management to ensure the requirements of this policy and other departmental policies are understood by all employees under their supervision. In the event of a violation of this policy, it is the responsibility of the appropriate supervisor to consult with Management and then administer any disciplinary action deemed necessary, which could be to and including termination depending upon the policy which is violated.

It is also the responsibility of supervisors to ensure that their employees driving habits, patterns and usage are reviewed.

VII. Repealer. Any resolution or part thereof inconsistent herewith is hereby and the same repealed.

VIII. Effective Date. The provisions of this resolution shall become effective July 1, 2024.

IN WITNESS WHEREOF, this Resolution has been duly adopted this 11th Day of June, 2024.

LEHIGH TOWNSHIP

ATTEST:



Michael Jones, Chairman



Alice A. Rehrig, Secretary