



## P O L I C Y

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Policy Title <b>AUTOMATIC VEHICLE LOCATION</b>	Date: <b>June 11, 2020</b>	Resolution No. <b>RC20-243</b>

### Purpose:

To establish the Birch Hills County procedures for the installation and utilization of Automatic Vehicle Location (AVL) devices in Vehicle and Equipment owned by the County and contracted solely by the County. This policy applies to the installation and utilization of AVL devices and to all employees who use County vehicles and/or are responsible for County vehicle administration, system administration and use of data collected.

### Definitions:

**“Administrator”** means a delegated authority who is responsible for the access rights, configuration and upkeep within the AVL provider information portal on behalf of the County. This could be but is not excluded to a CAO, Manager, Financial Auditor or Director.

**“Automatic Vehicle Locator”** is a means for automatically determining and transmitting the geographic location of a vehicle. The device has the capacity to track and record the actions of vehicles

**“Vehicle”** means a vehicle that is owned or leased by the County.

**“Management”** means the Managers, Directors and/or Executive Directors of the user groups.

**“Personal Information”** means recorded information about an identifiable individual as defined by The Freedom of Information and Protection of Privacy Act (FIPPA).

**“Chief Administrative Officer or Designate”** means the County’s CAO or a County representative(s) appointed by the Chief Administrative Officer with the authority in approving and enforcing Road Use Agreements.



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### Guidelines:

1. The use of automatic vehicle locators (referred to as AVL) provides user groups the ability to access up-to-date driver performance information. Alerts are automatically communicated from the system to the delegated departmental contact. An alert can be issued for speeding and hard braking, as well as other collision indicators such as G-Force.

The policies and procedures related to AVL devices installed in County vehicles are divided into the following sections:

#### 1.1 Ownership, Installation, Removal and Maintenance of AVL Devices

- 1.1.1 AVL devices and any applicable hardware or cabling are the sole property of the County.
- 1.1.2 The County is responsible for the removal, installation and maintenance of AVL devices installed in fleet vehicles.

#### 1.2 Modification/Adjustment of AVL Devices

No employee shall tamper with, modify or adjust any settings or otherwise cause any interference with the operation of the devices or its' monitoring capabilities unless authorized to do so by the administrator. To do so could result in disciplinary action.

Unauthorized modification/adjustments will be investigated by administrator and/or a departmental representative.

- 1.2.1 System data information may be used to verify device operation or usage status if deviations are experienced.
- 1.2.2 The Administrators are responsible for investigating device operation deviations and will report any device operation issues or damage to the device provider.



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### 1.3 Notification about Device Use in County Vehicles

CAO or designate will actively communicate to staff that AVL devices have been installed in County supplied vehicles and will notify staff about AVL use.

Appropriate notification about AVL devices installed in County vehicles will be identified by signage internal office correspondence.

### 1.4 System Access Rights

- 1.4.1 The CAO or designate have access to data and are able to create and view system reports.
- 1.4.2 Financial department may be provided access to data for the purposes of financial audits and to ensure departments are meeting its comptrollership obligations with respect to vehicle and expense management.
- 1.4.3 Management has access to live, vehicle location data for purposes such as working alone and assignment of work. Managers may request additional system reports from an Administrator when required – see Section Data Use.
- 1.4.4 User groups such as law enforcement are expected to be provided AVL information access whom require this information as part of their roles/responsibilities with the Province. Care and consideration should also be taken to ensure that access levels do not exceed what the role/responsibility would require to fulfill their provincial obligations.

### 1.5 Data Collection and Storage

- 1.5.1 AVL devices collect data relating to the geographic location and operational activities of the vehicles in which the devices are installed. The devices have the capacity to track and record the actions of tracked vehicles.
- 1.5.2 Data collected by AVL devices installed in vehicles is defined and attached as "Appendix A" to this policy. This information may include but is not excluded to the data presented in "Appendix A".



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### 1.6 Data Use

1.6.1 Data collected may be accessed and used for the following:

1.6.1.1 Investigation of a collision or safety and health incident involving a vehicle.

1.6.1.2 Operation of the vehicle Preventative Maintenance Program.

1.6.1.3 Investigations of complaints about the operation of a vehicle.

1.6.1.4 Verification of Monthly Vehicle Distance Reports.

1.6.1.5 To ensure the safety of staff working alone according to the user groups Working Alone Plan.

1.6.1.6 To assess processes or priorities associated with work efficiency.

1.6.2 AVL data may be used for purposes such as:

1.6.2.1 Verifying information or investigating a complaint or concern about a staff member

1.6.2.2 Investigating a vehicle collision or other vehicular incident; and

1.6.2.3 Alerting management where staff and/or the public is at risk, such as unsafe driving.

AVL data may be used in performance management, but not as the first source of information, unless the AVL system flags behaviors that place the safety of an employee or the public at risk (i.e., speeding, travel without seat belt use).

Management will make every effort to use the least intrusive method or source of information available when investigating performance management concerns.

### 1.7 Data Retention

All electronic data collected by the system is securely kept online. There is a three-year time limit for accessing AVL data stored online.



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Printed reports from the AVL system will be retained by the user group in a secure location and stored in accordance with the requirements of the Canada Revenue agency, as well as Branch archiving procedures and schedules.

### 1.7 System Data and Confidentiality of Personal Information

The AVL system records data as described in "Appendix A" of this policy. The system records information associated with the use of the vehicles. This use may include personal use including travel directly from an individual's residence which could result in personal information being collected, namely the home address of an individual. The home address of an individual is considered to be personal information and is protected by FOIP.



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## APPENDIX "A"

1) The AVL system collects and records all data captured by the vehicle computer including but not excluded to:

- Date of Use
- Distance Travelled
- Fuel Usage
- Vehicle ID Number
- Trip End Time
- Idle Duration
- Trip Start Time
- Drive Duration
- Max Speed (KPH)
- Vehicle Location
- Stop Duration
- Speed Profile
- Seat Belt Usage
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- Odometer

2) Alerts, for select information, including speeding, after hours use, out of County boundary and collision indications, are automatically communicated from the system to the delegated user group contact.

3) Examples of reports that the system can generate include:

- 3.1 Trip History (e.g. location of vehicle, length of time vehicle is stopped, idling, driving)
- 3.2 Risk Management Report (e.g. idling time, time spent over speed limits, average speeds, stops)
- 3.3 Vehicle Summary (e.g. licence number, VIN, odometer)
- 3.4 Speed Profile (e.g. speed compared to speed limit for duration of trip)

4) Activity and Trips Summary Report

*Original to be signed*

Rick Bastow  
Chief Administrative Officer

*Original to be signed*

Gerald Manzulenko  
Reeve

Adopted by Council:	June 11, 2020	RC20-243
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