



GPS POLICY

Policy Number	P2010-01
Classification	ADM
Effective Date	2024-04-15
Approval Authority	CAO
Supersedes	NA
Mandated Review	2028

1. OVERVIEW

The City of Bathurst is dedicated to the health and safety of its employees, as well as the efficient use and maintenance of all its vehicles. The use of GPS is a valuable tool to promote safer driving habits and alleviate risks associated with the use of City of Bathurst vehicles.

2. PURPOSE

The purpose of this policy is to manage City of Bathurst vehicles more efficiently and cost effectively while fostering safe operation of City of Bathurst vehicles.

3. SCOPE

This policy applies to all employees operating vehicles on City business, whether in a vehicle owned, leased or rented by the City.

4. DEFINITIONS

- (1) **CAO** means the Chief Administrative Officer of the City's administration appointed for the City of Bathurst.
- (2) **CITY** means the City of Bathurst
- (3) **GPS** means an electronic system using a network of satellites to indicate on a computerized receiver the position of a vehicle, ship, person, etc.

5. POLICY STATEMENT

1. GENERAL GUIDELINES

- a) City vehicles are distinctly marked with the City's name and crest and the way they are operated directly reflects on the City's public image. City vehicles are to be used as

necessary to conduct business of the City and its operations. Employees shall not operate City vehicles for pleasure travel or to conduct private business. However, it is recognized that a minimum amount of personal use of a City vehicle may be required for those employees who are assigned a take-home vehicle while they commute to and from work in the City vehicle and conduct their daily work in or from a City vehicle.

2. OPERATIONAL GUIDELINES

- a) City of Bathurst employees operate City-owned vehicles on behalf of the City and drive thousands of miles every year. The City's commitment to road safety and employee welfare, in addition to the well-being of the general public, are the driving factors for utilization of GPS tracking.
 - i. • Monitoring through GPS units will be limited to legitimate business purposes with the overall intention of employee safety and security, increasing productivity and assisting in quick response in order to inform the public on the progress of operations.
 - ii. GPS units will be used on company and contractor vehicles and large-scale equipment as necessary and will be capable of tracking the location, speed, and vehicle and implement statuses.
 - iii. GPS devices are intended to act as both a tool to assist employees, and a tracking system for City-owned property.
 - iv. Monitoring may occur during regular working hours and overtime.
 - v. Employees are prohibited from altering, modifying, adjusting and/or turning off the GPS device during regular working hours and/or overtime hours.
 - vi. Information obtained by these devices will be kept confidential.
 - vii. The installation of a global positioning system (GPS) in an employer's vehicle(s) does not violate the privacy rights of employees as set out in applicable legislation.

3. DISCIPLINARY ACTIONS

- a) In the event that an employee is found to be in violation of company policy by speeding, driving recklessly, turning the device off during regular working hours and/or overtime hours, or engaging in dereliction of duty by not working, making unscheduled stops at unapproved locations or going unreasonably off-course, the employee may be subject to disciplinary action up to and including termination of employment. The Union reserves the right to challenge any actions that may be taken by Management relating to, or arising from, the installation and use of GPS; by exercising any and all rights under the collective agreement and/or relevant legislation.

4. LEGAL COMPLIANCE

- a) The provisions of this policy are subject to any federal, provincial, territorial or local laws that may prohibit or restrict their applicability and shall be conducted in accordance with and limited by such laws notwithstanding any terms of this policy to the contrary.

5. ACKNOWLEDGEMENT & AGREEMENT

I, _____, acknowledge that my supervisor has reviewed the contents and has provided me with a copy of the GPS Policy of the City of Bathurst.

Signature: _____

Date: _____

6. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)