

FSS 100-01: Telematics Policy

Version: 1.1

Effective Date: November 16, 2025

Policy Statement and Rationale

Fleet and Surplus Services (FSS) at the Department of Administration (Admin) installs and maintains telematics devices on state-owned or leased vehicles to enhance safety, sustainability, utilization, and cost control. These vehicles are to be driven for legitimate work-related purposes only. Drivers have a limited expectation of privacy while operating a state vehicle; Admin reserves the right to monitor and record vehicle use data (visual, documentary, or electronic) of these vehicles. Each telematics-equipped vehicle must display an interior decal stating that use is monitored. Tampering with telematics devices is prohibited.

Telematics data (e.g., Global Positioning Systems (GPS) location, speed, engine diagnostics, idling and usage metrics) enables evidence-based fleet management, faster emergency response, accurate mileage capture, proactive maintenance, and transparent stewardship of this public asset. Acceptable uses of telematics data include fleet operations, safety coaching, maintenance, cost efficiency analysis, complaint resolution, vehicle alterations, or official investigations. Any discriminatory, retaliatory, or personal use of this data is forbidden. Raw telematics data will be retained for 13 months. State agencies, boards, and commissions are responsible for determining if any telematics records are linked to an identifiable driver and, therefore, constitute private personnel data. State agencies, boards, and commissions are responsible for keeping any reports that are deemed official records per their retention schedules.

Fleet and Surplus Services manages user's access to telematics data systems and vehicle inventory in the telematics system. Fleet and Surplus Services performs annual audits to ensure users granted access to telematics platforms still have a business need for the information, have a current access letter on file, and to remove any users who no longer require telematics data for their position. Access requests and removals can be sent to Fleet and Surplus Services using the Telematics Access Request Form.

State agencies, boards, commissions that have a state-owned or leased vehicle must use the Telematics Access Request Form to appoint an authorized user to serve as the agency fleet contact. This contact then submits the Telematics Access Request Form for each requested user. An agency director signature is required for Tier 1 and Tier 2. Access is removed upon separation or role change.

The agency fleet contact will be responsible for maintaining and taking the appropriate follow-up actions on telematics reporting and alerts per their internal agency procedures. Nonstate agencies that lease vehicles from Fleet and Surplus Services are responsible for managing their own access. Refer to Table 1 for a definition/explanation of access levels.

Table 1 Access Levels

Level	Access Granted
Tier 0 Email Only	Email Only User receives scheduled reports from Fleet and Surplus Services or from the telematics platform.
Tier 1 View	Portal access to view data and run reports for assigned organization units.
Tier 2 Fleet and Surplus Services Administrative Manager Only	May configure alerts, users, and vehicles within assigned organization units. Reserved for Fleet and Surplus Services only.

Any violation of this policy may result in discipline or removal from the program.

Applicability

This policy applies to:

- All State Agencies, Boards, and Commissions that lease or operate vehicles managed by Fleet and Surplus Services.
- All employees, contractors, interns, or other authorized drivers of such vehicles.
- Any agency that elects to use Admin’s statewide telematics contract.

Definitions

An Agency Fleet Contact is the individual designated by each agency to administer local telematics activities and act as liaison with Fleet and Surplus Services. An alert is a real-time event generated by the system, such as a collision, diagnostic fault, or excessive speed. An authorized user is a person granted system credentials or emailed reports under the access levels defined in Table 1, access levels. A Report refers to either a scheduled or ad hoc summary of telematics data. Finally, a telematics device is the hardware that captures vehicle location, performance, and usage data, and transmits it wirelessly to the telematics platform.

Resources and Related Information

- Fleet and Surplus Services Telematics Procedures.
- Fleet and Surplus Services Telematics Access Request Form (FSS-TA-001).
- Minnesota Statutes, section 13 (Minnesota Government Data Practices Act).
- Individual agency Human Resources and safety policies related to vehicle use, including compliance with [Risk Management Minimum Fleet Safety Standards](#).

History and Updates

Version	Description	Date
1.0	Initial Publication	December 1, 2023
1.1	Revision	October 30, 2025

Policy Owner/Contact

Director of Fleet and Surplus Services, Department of Administration