

Request for Access to Telematics Program

Agency:	Division:	Agency Code (3-digit number):
User First Name:	User Last Name:	Provide access to these Group/Subgroup(s):
Work Email Address:		Work Phone (include area code):
Supervisor last and first name:	Supervisor's Title:	
Supervisor Phone Number:	Supervisor Email:	

Type of Access Requested

Remove user

Tier 0: User receives scheduled reports only

Tier 1: Telematics portal access, view real time data, run reports

Tier 2: Configure reports, real time data, assign and manage vehicles (FSS Only)

Tier Descriptions:

Tier 0 – Monthly Reports (e-mail only):

Telematics login; user simply receives scheduled reports.

- Receives the standard Monthly Utilization & Fuel report summarizing miles, days-used, idle hours, MPG, and cost-per-mile for vehicles in their assigned org-units .
- Receives any other recurring “push” reports the agency requests (e.g., quarterly emissions or asset-age summaries).
- May request report format tweaks through the Agency Fleet Contact; cannot self-schedule new reports.

Tier 1 – Report view (adds real time visibility and account access):

(Includes all Tier 0 e-mail reports plus the following portal rights.)

- Portal login with read-only dashboards:
 - Risk Management reports (speeding, harsh events, policy exception counts).
 - Trips & Activity history with map replay for vehicles in their org-unit.
 - Maintenance Center view of engine fault-codes and service-reminders.
- Can run, export, and schedule any built-in reports for their org-unit (weekly Idle Summary, daily Speeding Exceptions, etc.).
- Can filter maps and reports by vehicle groups, date ranges, or zones, but cannot edit rules, users, vehicles, or zones.

Tier 2 – Core User (Reserved for Fleet Services):

(Includes all tier 0 and 1 reports and privileges)

- Configure and edit Exception rule, edit zones, add and manage vehicles, customize dashboards, add and delete users

User's statement: I understand that all TELEMATICS systems contain some types of data classified as private or confidential under state and/or federal laws. This protected data may appear in a variety of reports, pages, tables, records, and fields. I have been provided with access to the applicable portions of the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13, <https://www.revisor.mn.gov/statutes/?id=13> or summaries of them. I agree to comply with the requirements of the Act regarding all data that is not public.

Applies only to users who are authorized for the TELEMATICS System: (1) I also understand that the information available through telematics combined with other information would be considered private under the provisions of the Minnesota Government Data Practices Act. I have read and understand the guide "Data Practices for Personnel Records," which is available on the FSS website at <https://www.mn.gov/mmb/employee-relations/labor-relations/resources-for-agencies/data-practices.jsp>. (2) I have read the "Data Protection Policy for Human Resource Systems,". I understand the requirements of the policy and acknowledge that I am responsible for complying with the policy. I understand that if I fail to comply with the policy, I may be subject to disciplinary action, up to and including discharge.

Applies only to users who are authorized for any role in telematics system: I will not modify any data that is not my own or data that I am not authorized to modify.

Acceptable use: I understand that my access to the telematics system may only be used for legitimate business purposes. These business purposes may include, but not limited to; to address operational issues, to find efficiencies and reduce costs, to address complaints, or to discuss safety issues. I understand that any use of the telematics system for discriminatory or retaliatory purposes may subject me to disciplinary action, up to and including discharge

User Printed Name		
User Signature	Title	Date

Supervisor's statement: I certify that the user needs the roles and agencies indicated on this form to carry out the responsibilities of his/her job. I will notify FSS if this person departs the position.

Supervisor Printed Name		
Supervisor Signature	Title	Date

Human Resources statement: I certify that the employee is in good standing and is in a position that requires access to telematics data.

HR Director's Printed Name		
HR Director's Signature	Title	Date

After obtaining all the agency signatures, have the user's HR Director submit forms via one of these channels:

Email: Fleet.Services@state.mn.us.

Fax: 651-639-4026.

Mail: Fleet & Surplus Services, 5420 Rice Creek Parkway, Arden Hills, MN 55112.

FSS, October 2025