

Telematics Tracking in Fleet Vehicles Policy

Description:

The Minnesota Department of Human Services (DHS) strives to continuously improve the sustainability, efficiency and safety of the DHS fleet. Vehicle Telematics is the technology that allows global positioning data, vehicle diagnostic data and vehicle usage data to be used to improve fleet management costs, sustainability, efficiency and safety.

Reason for Policy:

The purpose of this policy is to set parameters for using the data analytics program, telematics. DHS is utilizing telematics because it helps to improve and increase vehicle diagnostics, fuel economy, mileage tracking, proper vehicle operation, and theft prevention.

Applicability:

This policy and its procedures apply to all DHS employees who are authorized to drive a DHS leased vehicle.

Failure to Comply:

Failure to comply with this policy and its procedures may result in disciplinary actions up to termination.

Policy:

DHS will comply with the Department of Administration's Telematics program and policy.

Procedures:

Drivers

- Must comply with the Department of Administration's Procedures Governing use of State Vehicles.
- Must operate vehicles in a safe and efficient manner.
- Must not tamper with and/or destroy the telematics device installed in DHS leased vehicles.
- Must act on vehicle indicator warning lights to ensure the vehicle is operation properly.

Agency fleet representatives

- The agency fleet coordinators, Human Resources (HR) managers and supervisors, and the DHS Office of Special Investigation (OSI) managers and supervisors will be appointed as agency authorized representatives.
- HR managers and supervisors will monitor alerts and reports and follow-up appropriately based upon the information obtained.
- OSI managers and supervisors will have access to telematics data for the purposes of locating state vehicles during an emergency and monitoring OSI vehicles during daily/surveillance operations. Any other need for telematics data will be requested through the HR manager or supervisor.
- The agency fleet coordinators will use telematics data to improve sustainability, efficiency and safety as much as possible.
- The appropriate forms will be completed and submitted in order to obtain access to the Networkfleet portal.

Waivers

- Waivers for the telematics program may only be authorized by the Commissioner of the Department of Administration.
- The director of the program with the leased vehicle may submit a detailed written request to their Assistant Commissioner for consideration.
- The Assistant Commissioner may forward the request to the Commissioner of DHS if they support the waiver request.
- The Commissioner of DHS may submit a request to the Commissioner of the Department of Administration if they also support the waiver request.

Forms that Apply:

Telematics access form

State vehicle assignment form

Related Policies and References:

Department of Administration Telematics Policy DHS Policy on use of State Vehicles, Fuel Cards and Maintenance Procedures Governing Use of State Vehicles

Definitions:

Vehicle Telematics: Technology that allows global positioning data, vehicles diagnostic data and vehicle usage data to be used to improve fleet management costs, sustainability, efficiency and safety.

Alert: A warning that indicates when there is a vehicle mechanical problem, vehicle usage concern or vehicle location concern.

Reports: Summaries of telematics data, which can be used to look at high level trends.

Training:

Claiming a commute in a state vehicles (CBT)

Policy Contact(s)

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This policy and its procedures remain in effect until rescinded or updated.