

City of Amarillo Personnel Policies and Procedures

Policy Title: GPS Tracking

Effective Date: November 18, 2019

Approved by: Jared Miller, City Manager
Mitchell Normand, Human Resources Director

I. PURPOSE

The purpose of this policy is to: (i) establish consistent criteria for the use and maintenance of all non-emergency response vehicles equipped with GPS monitoring devices and operated by Civilian personnel. (ii) assure City owned vehicles are operated in compliance with all applicable laws, ordinances, and City rules and policies.

II. Definitions

Vehicle: Any City owned automotive device not operated on rails. This includes, but is not limited to, passenger cars, pickup trucks, transportation vans, all-terrain vehicles and other motorized devices/equipment used to move passengers or materials in the execution of official City duties.

III. Responsibilities

Failure to adhere to the requirements of this policy will be considered insubordination and a violation of a departmental rule, and may result in disciplinary action up to and including termination. Appropriate Disciplinary action taken may vary depending on employee disciplinary history and mitigating or aggravating circumstances.

Employee

- a. The assigned driver and/or operator of each vehicle shall be responsible for that designated vehicle and, for compliance with this policy when using such City vehicle.
- b. Report violations of the policy to designated supervisory personnel.
- c. Report all service notifications immediately to the designated authority.

Supervisor

- a. Ensure all employees adhere to the requirements of this policy.
- b. Initiate corrective action when an employee fails to meet expectations or requirements.
- c. Educate all employees on the existence and importance of this policy.

Division Director/Department Head

- a. Ensure consistent and equitable application of this policy.
- b. Hold Supervisors accountable for enforcement of this policy.

IV. Procedures

A. Vehicle Idling

City owned vehicles are prohibited from idling for more than ten (10) consecutive minutes unless allowed for the following conditions:

1. When detained in traffic or being used to block traffic for a prolonged period
2. When necessary for inspecting or servicing vehicle
3. When operating a power take-off device ("PTO") (e.g. operating a lift, crane, pump, or other auxiliary equipment)
4. When the vehicle cannot move due to adverse weather conditions or mechanical failure
5. When queuing or regenerating
6. When necessary to provide air conditioning/heat for abbreviated periods of time to prevent a safety or health emergency
7. For any other reason deemed necessary and pre-approved by the Department Head with Division Director approval

B. Speeding

Driving at speeds in excess of the posted limits is a violation of law.

C. Route Deviation

Employees are prohibited from deviating from their assigned route of service or making unscheduled stops, unless such is prudently required by an obstruction such as construction, a weather-related condition, or at the direction of a police officer. Such a deviation shall be to the minimum extent necessary to navigate around the obstruction. Any greater deviation from the assigned route will require prior approval by the employee's supervisor.

D. Device Tampering

Any attempts to remove, disable and/or alter GPS equipment is prohibited. Tampering includes unplugging, modifying and damaging any GPS equipment or components. Only designated personnel are authorized to service GPS equipment.

E. Unauthorized Use:

City Vehicles shall only be used for conducting City business. Driving a City vehicle outside of City of Amarillo limits is prohibited, unless a supervisor authorizes such for the purposes of performing duties within the course and scope of the employee's regularly assigned work assignment(s) or special work assignment(s).

V. Exceptions

Determination of appropriate Disciplinary action may vary depending on employee disciplinary history and mitigating or aggravating circumstances determined by the final department authority. The City Manager reserves the right to modify or override this policy at any time.