



1. PURPOSE

To establish criteria for the maintenance and use of all Houston Public Works vehicles and equipment that are equipped with Electronic Tracking Technology, to inform employees as to what constitutes a violation under this procedure and to provide guidance to department managers, supervisors and employees about the use of such technology in vehicles that Houston Public Works owns or leases.

2. OBJECTIVE

To use Electronic Tracking Technology across Houston Public Works entire fleet as a tool to promote employee safety, encourage proper use of vehicles and reduce operating expense.

3. DEFINITIONS

| Term | Definition |
|---------------------------------|--|
| Deputy Director | The Deputy Director of the Service Line to whom the employee is assigned. |
| Electronic Tracking Technology | A technological method or system used to see, monitor, or collect information, including GPS, wireless technology, event data recorders (EDR), and sensing and diagnostic modules (SDM). |
| Excessive Idling | Idling of a vehicle for 30 minutes or more. |
| Excessive Speeding | Exceeding the posted speed limit by 20 miles per hour. |
| Global Positioning System (GPS) | A global navigation satellite system that provides geolocation and time information to a GPS receiver. |
| Idling | A process when the Vehicle's engine is running but the Vehicle itself is not moving. |
| Networkfleet | The system that hosts the Vehicle data captured by the electronic tracking devices. |
| Speeding | Exceeding the posted speed limit by 10 miles per hour. |
| Vehicle | Any City owned (or leased) internal combustion vehicle including cars, vans, buses, trucks, or SUVs utilizing either gasoline, diesel, propane, Compressed Natural Gas (CNG) or other hydrocarbon-based fuel as a source of energy and designed and approved to be driven on public roads, highways or toll roads. |
| Violation | The failure to follow this procedure in terms of proper use of City vehicles, idling, speeding and others. The following are considered violations under this |

APPROVED:

DATE APPROVED:

3/27/19

| | |
|--|---|
| | <p>procedure:</p> <ul style="list-style-type: none"> a. Speeding for more than 3 continuous minutes b. Excessive Idling c. Driving a Vehicle outside of the jurisdiction of the City of Houston d. Using the Vehicle to conduct personal errands e. Failure to follow assigned routes f. Tampering, attempting to remove or disable the Electronic Tracking Technology g. Operating the Vehicle in an unsafe mode h. Operating the Vehicle in a manner that would cause damage to the Vehicle such as rapid acceleration, hard stops, manually downshifting to a gear that is incorrect for the current speed, operating the vehicle when indicators warn that service is required to avoid damage to the Vehicle i. Failing to report Vehicle damage or Vehicle mechanical failure in a timely manner |
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4. SCOPE

This procedure applies to all Houston Public Works employees and supersedes any other former Departmental procedure or directive.

5. RESPONSIBILITIES

| Roles | Responsibilities |
|-------------------------------------|--|
| Employees | <ul style="list-style-type: none"> • Inspect their assigned or pool vehicle before each business trip and immediately report any damage or mechanical failure, including damage to the tracking device, to the supervisor. • Sign an Acknowledgement Form (see Attachment A) that verifies the receipt and understanding of this procedure. |
| Supervisors and Managers | <ul style="list-style-type: none"> • Ensure that the requirements of this procedure are understood by his/her direct reports and if a violation occurs, they need to act in accordance to this procedure. • Understand driving patterns, speeding violations and trends (see Attachment B, "Speed Data," and C, "Posted Speed Limit"). More training resources and videos are available on Networkfleet.com/User account. • Will be given access to the Networkfleet system to create reports, conduct use, speed, or idling investigations, perform utilization analysis or other functions as directed to promote employee safety, encourage proper use of vehicles, and reduce operating expenses. |
| Supervisors, Managers, or Designees | Should report or request a service repair of a malfunction or damage GPS device to Public Works Fleet help-desk team. |

6. PROCEDURE

- 6.1 Electronic Tracking Technology allows Houston Public Works to enhance job performance, personnel safety, situational awareness, and may provide assistance in time of emergency events. It also may be used for other business-related purposes, including, but not limited to, measuring productivity, finding stolen vehicles, asset inventorying, providing aid to vehicles that

break down, increasing employee safety, managing agency resources effectively, ensuring that employees are following their routes or assignments, monitoring functions related to the potential need to repair or service, capturing safety related data for retrieval after collision or similar incidents.

- 6.2 Information gathered by Electronic Tracking Technology is considered public information under the Texas Public Information Act. In response to open record requests, the City is required to produce information gathered by Electronic Tracking Technology.
- 6.3 This procedure covers five categories that includes speeding, idling, tampering, unauthorized use and maintenance. The data will be provided supervisory personnel and fleet managers to keep them informed of vehicle trouble codes, mileage, vehicle location, vehicle idling time, speeding, routing, service intervals, hard braking, rapid acceleration, etc. This information is transmitted and updated every 60-120 seconds.
- 6.4 Employees are to operate Vehicles in a safe and responsible manner. Employees incurring any Violation may be subject to corrective action as stipulated in the Corrective Action Matrix below.
- 6.5 Employees must follow all state and local traffic laws including posted speed limits. Electronic Tracking Technology installed in the Vehicles are enabled to identify when vehicles exceed the posted speed limit, how far above the speed limit the vehicle was traveling, the time and duration of time the vehicle was speeding and the location of the Violation. These devices also track and record the location of the vehicle, track and report when the vehicle Idles for more than 5 minutes and transmit back to the City the highest speed of each vehicle during any given one-minute reporting interval.
- 6.6 Corrective Action Matrix:
Below is a Corrective Action Matrix for administration of recommended corrective actions to employees found to have incurred any of the Violations described in this Procedure. These recommendations may be elevated if the employee had previous violations or, if at the sole discretion of the Deputy Director, the Violation created significant danger to the public or employees (e.g. Excessive Speeding). Violations resulting in a Level I (or greater) corrective action will also require the completion of a Defensive Driving Course (DDC), if the employee has not completed DDC within the past 6 months

| No. of Violations/12 month Rolling Average | Recommended Discipline |
|--|------------------------|
| 1 | Verbal Coaching |
| 2 | PID |
| 3 | Level I |
| 4 | Level II |
| 5 | DML |

The guidelines in this matrix assume:

- a. No extenuating or aggravating circumstances. For example, Excessive Speeding or Speeding while operating a vehicle which requires a Commercial Driver's License to operate could be considered aggravating circumstances that could result in a more serious corrective action.

b. No active corrective action for any other infractions.

c. Example:

An employee receives a Level I for a violation following a PID. If an additional violation occurs within the following 12 months after receiving a Level I, the employee will be issued a Level II, in accordance with AP 3-7. (Assumes all violations mentioned are for driving over the 10 mph and that subsequent corrective actions are based on violations that occurred after the prior corrective action was administered.)

- 6.7 No Houston Public Works employee should allow a motor vehicle or other engine under his or her control to Idle for more than thirty consecutive minutes when the motor vehicle is not in motion or when the other engine is not being used for its primary function. Networkfleet records Idle time when the vehicle is running, but the speedometer reads zero. Weekly Idling reports are submitted to the Executive Leadership team. Excessive Idling of Vehicles by employees will be reported to their supervisor and the employee is required to provide the reason for such Idling. If the Excessive Idling was not work related, employee may be subject to the City of Houston's Positive Corrective Action Policy. Violations for Excessive Idling will be addressed under the Vehicle/Equipment Idling Policy 6-1, PUBLIC WORKS 1-24 and AP 2-2. Exceptions to Excessive Idling violations will be made for those vehicles in which Idling is needed for normal operation of the mounted equipment.
- 6.8 City Vehicles are to be used for conducting city business only within the jurisdiction of the City of Houston. Leaving the jurisdiction of the City of Houston without permission is prohibited. Use of a City vehicle for personal errands is strictly prohibited per Administrative Policy 2-2. The GPS tracking devices will calculate specific vehicle location. Employees found to be outside their assigned work area or at locations conducting personal errands will be subject to corrective action as defined in Public Works A1-24.
- 6.9 Employees are prohibited from tampering, attempting to remove, or disable the Electronic Tracking in City owned or leased vehicles.
- 6.10 The Electronic Tracking Technology provides servicing requirements with vehicle trouble codes. The assigned employee of each vehicle is responsible for taking the vehicle to the shop for service when trouble codes or required service notifications are displayed.
- 6.11 Adherence to this procedure is mandatory. Any employee who is found to have neglected or misused a City vehicle or violates this procedure in any way will be subject to disciplinary action up to and including termination.

7.0 AUTHORITY

- 7.1 Vehicle/Equipment Idling Policy 6-1
- 7.2 Houston Public Works 1-24; Positive Corrective Action Program
- 7.3 AP 2-2; Motor Vehicle Assignment and Use
- 7.4 AP 3-7

8.0 APPENDIX

- 8.1 Appendix A – Acknowledgment
- 8.2 Appendix B – Speed Data
- 8.3 Appendix C – Posted Speed Limit