

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

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TELEMATICS DATA LOGGING FOR CITY VEHICLES/EQUIPMENT	Effective Date May 31, 2019		

1. PURPOSE

- 1.1. This Administrative Regulation (A.R.) permits using *Telematics Data Logging Devices* and the associated *Telematics Data* to improve *City Vehicle/Equipment* utilization, responsiveness, maintenance, safety, and accountability.
- 1.2. This A.R. defines the appropriate use of *Telematics Data* and *Telematics Data Logging Devices*.

2. SCOPE

- 2.1. This A.R. applies to all City employees, officers, elected officials, and volunteers, collectively referred to as “Individuals,” who drive or operate *City Vehicles/Equipment* with a *Telematics Data Logging Device*, except those *City Vehicles/Equipment* outfitted with emergency lights and sirens and used exclusively by the Police Department or Fire-Rescue Department to respond to emergencies.

3. DEFINITIONS

- 3.1. *City Vehicle/Equipment* – vehicle or equipment owned or leased by the City.
- 3.2. *Telematics Data* – data collected by a *Telematics Data Logging Device* related to the operation of *City Vehicle/Equipment*, including, but not limited to:
  - a. Vehicle speed
  - b. Length of time and speed between stops
  - c. Length of time spent at each location
  - d. Number of stops
  - e. Length of time spent idling
  - f. Number of trips
  - g. Length of time a street sweeper’s broom is lowered
  - h. Number of times a refuse/recycling packer side loader arm is cycled
  - i. Length of time spent with ignition off
  - j. Daily drive cycle data
  - k. Storage location
  - l. Global Positioning System (GPS) locations

(New Administrative Regulation 90.74, Issue 1, effective May 31, 2019)

Authorized

(Signature on File)

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CHIEF OPERATING OFFICER

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As additional technologies and information/data points become available via telematics or other new technology sources, the City will utilize the information to improve *City Vehicle/Equipment* utilization, responsiveness, maintenance, safety, and accountability.

- 3.3. *Telematics Data Logging Device* – equipment that collects, records or transmits operational data, including *Telematics Data*, from *City Vehicles/Equipment*.

4. POLICY

4.1. General

- 4.1.1. As new technology and resources become available, the City will use *Telematics Data Logging Devices* and the associated *Telematics Data* to evaluate response times, routes, and operational driving patterns; reduce greenhouse gas emissions; and ensure the on-going safety and accountability of all City drivers and operators.
- 4.1.2. The intent of this policy is to ensure compliance of City policies with a focus on training. *Telematics Data* may be used for management, investigation, training, and disciplinary purposes. Compliance violations may result in loss of the privilege to use *City Vehicles/Equipment*, and/or disciplinary action, up to and including termination, based on the severity.
- 4.1.3. An individual has no expectation of privacy in *Telematics Data* or in the use and operation of *City Vehicles/Equipment*.
- 4.1.4. All activities related to the use of a *City Vehicle/Equipment* are subject to review by City management. City management may at any time monitor, audit, or review any *Telematics Data* captured by *Telematics Data Logging Devices* installed on *City Vehicles/Equipment*.
- 4.1.5. No individual may use *Telematics Data* for retaliation, discrimination or harassment. Please immediately contact your Supervisor, the Appointing Authority, or the Human Resources Department if you believe that *Telematics Data* has been used in violation of this A.R. or City policies and procedures.
- 4.1.6. All *City Vehicles/Equipment* may only be used to conduct City business and must not be used for any other purpose unrelated to the performance of approved job duties.
- 4.1.7. This A.R. complies with each recognized employee organization’s Memorandum

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of Understanding and state law (e.g., Public Safety Officers Procedural Bill of Rights Act and Firefighters Procedural Bill of Rights Act).

4.2. Telematics Data Monitoring

- 4.2.1. Department Directors or designees will have access to *Telematics Data*. Should Department Directors or designees request any reports, the analyses of any *Telematics Data* will be conducted by employees at Supervisor level or above.
- 4.2.2. *Telematics Data* shall only be used for work-related, City business purposes.
- 4.2.3. *Telematics Data* will be properly requested through the appropriate Department Director or designee if it is needed for purposes of a fact finding or other internal City investigation.
- 4.2.4. A Department must first notify the Human Resources Department if *Telematics Data* is needed for purposes of a fact finding or other internal City investigation.

4.3. Telematics Data Logging Device Tampering

- 4.3.1. Any tampering, or attempts to remove, turn-off, or disable the *Telematics Data Logging Device* on a *City Vehicle/Equipment*, are strictly prohibited.
- 4.3.2. If any City employee believes that a *Telematics Data Logging Device* is not working properly, is damaged, or appears to have been tampered with, the employee should immediately inform their supervisor so that the device can be evaluated and repaired.

5. RESPONSIBILITIES

- 5.1. Department Directors or Designees
  - 5.1.1. Must review *Telematics Data* to ensure compliance with this A.R.
- 5.2. Fleet Operations Department
  - 5.2.1. Will install, maintain, evaluate, and repair *Telematics Data Logging Devices*.

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APPENDIX

Legal References

[Administrative Regulation 75.12 – Vehicle and Industrial Accident Review, Reporting and Prevention Program](#)

[Administrative Regulation 75.50 – Driver License Certification, Training, and Verification Requirements](#)

[Administrative Regulation 90.72 – Motive Equipment Idling Reduction Policy](#)

[Administrative Regulation 90.73 – Fuel Reduction and Transportation Efficiency Policy](#)

City of San Diego Driver/Operator Manual

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Global Positioning Device (GPS)

Telematics

Forms

NA

Administering Department

Fleet Operations