

CATEGORY: AGENCY ASSET SUPPORT	DATE ISSUED: 11-02-09 REVISED: 3-01-10	EFFECTIVE DATE: 11-02-09	POLICY NO: AA2
TITLE: <b>VEHICLE TRACKING SYSTEM (GPS) POLICY</b>			PAGE 1 OF 1

To comply with recent changes in the statewide vehicle purchase contract, all vehicles rated 10,000GVW and below are required to have vehicle tracking equipment installed on the vehicle at time of titling and maintain the monitoring throughout the life of the vehicle. This requirement includes the purchasing of used vehicles, transferring vehicles to another agency or purchasing vehicles from Surplus Services. The equipment is to be acquired from the statewide contract issued by Government Support Services Contract Services Unit. Fleet Services will provide installations and removals.

Departments/agencies/school districts will provide vehicle information necessary to permit Fleet Services to load the data and register the vehicle with the vehicle tracking vendor. Vehicles purchase by the Delaware State Police will not be required to install the tracking equipment but can be made available upon request.

The cost of the vehicle tracking transponder and monthly monitoring will be paid by the procuring department/agency/school district. Fleet Services will provide the monitoring and can also provide monitoring to the procuring department/agency/school district.

**Vehicle Tracking:**

As required, select employees of Fleet Services shall be provided access to the tracking system to create reports, conduct use or speed investigations, perform utilization analysis or other functions as directed by the Fleet Administrator. Those employees granted access to the tracking system will be required to sign a confidentiality agreement and abide by it conditions.

Agencies seeking access to monitor assigned vehicles shall be required to submit a letter from the agency head specifically designating those that may have access to the vehicle tracking data, normally the agency human relations office. All agency employees provided access, will sign and abide by the conditions set forth in a confidentiality document provided by Fleet Services. Access will not be granted to anyone until an original copy of the confidentiality agreement is received and acknowledged by Fleet Services.