



FRASER VALLEY REGIONAL DISTRICT POLICIES AND PROCEDURES

POLICY: Automatic Vehicle Location Technology Policy

Date drafted: 17 November, 2008

Date Amended:

I. Purpose of the Policy

The purpose of this policy is to advise employees of the purposes of the collection, use and disclosure of their personal information in the course of the implementation of the Automated Vehicle Location (“AVL”) Technology. The purpose is also to advise managers and employees of the rules for the use and disclosure of the personal information collected.

Any concerns about this policy should be addressed to:

Gerald H Kingston, Chief Administrative Officer, 45950 Cheam Avenue, Chilliwack.
Telephone 604 702 5000

II. Terms Used in this Policy

“Automated Vehicle Location Technology” or AVL Technology means technology that is implemented in FVRD vehicles and assets to track the location of the vehicle/asset.

“FVRD” means the Fraser Valley Regional District.

“Personal Information” means any information about an identifiable individual except their contact information.

III. Collection, Use and Disclosure

The AVL Technology collects information about vehicle/asset start and stop times, speed, location, mileage, parking location

The AVL Technology uses a modem located in the vehicle/asset which transmits to a central application. FVRD employees who use equipped FVRD vehicles/assets do not have the ability to turn the AVL Technology off.

As the information that is collected by the AVL Technology can be linked to specific employees using FVRD vehicles/assets, the collection may include personal information about the FVRD employees.

The information collected by the AVL Technology will be used for the following purposes:

1. Safety – The AVL Technology will be used to determine if a vehicle/asset has been left in the stationary position such that an employee may be at risk. FVRD will routinely monitor statistics to determine if any employees require defensive

or safe driver training or individual coaching. FVRD will also monitor real time data on location and status of the vehicles/assets in order to comply with the requirements of the current Occupational Health & Safety Regulation with respect to those employees in control of a vehicle/asset while working alone or in isolation.

2. Dispatch – To locate and route employees to job sites by integrating the technology with the dispatch system and to improve efficiency and provide better service.
3. Asset Management – To track reports on travel time and distance and compare it to maintenance records. In the event of apparent theft, FVRD will use real time data on the location of corporate assets, such as vehicles, power generators, watercraft and the like to facilitate recovery of the stolen property. FVRD will collect and analyze data related to the performance of vehicles to assist with tracking and scheduling of maintenance of the vehicles, monitoring energy efficiency of vehicles and development of a vehicle purchase and deployment policy.
4. Workforce Productivity – While the information collected will not be used to monitor employee performance, FVRD may use the information where employees have been identified as being involved in a breach of the Vehicle Use Policy or after an accident or near miss or report of unsafe driving where FVRD needs to use the information to determine speed of the vehicle or to investigate other employment offences. The data collected may also be used to investigate offences involving third parties, such as when a vehicle or asset is stolen.

FVRD may disclose information collected by the AVL Technology for purposes consistent with its collection, or where it has received an order from a court or body with authority to compel production of the records, or otherwise in compliance with legislation.

IV. Management Practices and Security

FVRD will train managers who will have access to the Automated Vehicle Location Technology information to ensure that they use it appropriately and not use it for continual monitoring of employees. FVRD will designate certain individuals who will be entitled to access the technology and to ensure that they do not disseminate the information beyond the group authorized to view the information.

FVRD will manage the records subject to FVRD policies and provincial laws.

All records will be retained for as long as they are required to meet legal, administrative, operational or other requirements of FVRD. Records that are used to make a decision that directly affects an FVRD employee or individual must be kept for one year. There may be special circumstances that warrant retention for a longer period of time, such as where a vehicle has been involved in an accident, or there are claims against the FVRD.

Where records are kept, they will be kept in a secure manner using generally accepted technology to secure the records.

Where records are to be disposed of, appropriate security measures must be observed to ensure destruction is undertaken in a permanent and secure manner. A record should be created of the disposition.

Personal information collected under the AVL Technology will be stored and accessed in Canada unless FVRD obtains consent of the employee to store or access the personal information outside of Canada.

V. Accuracy

FVRD will make every reasonable effort to ensure the personal information is accurate and complete.