

I. PURPOSE

This policy establishes requirements for the use of telematics equipment and data associated with state employees using State Fleet vehicles.

II. SCOPE

The telematics system provides State Fleet data which will improve employee safety, fleet efficiency, and cost savings. This policy applies to all employees operating State Fleet vehicles equipped with telematics. Vehicles with telematics will have a decal displayed inside the vehicle. State Fleet reserves the right to use telematics data to monitor State Fleet vehicles location and vehicle activities. Monitoring may take place on a regular or random basis.

Telematics information gathered may be available for review by State Fleet, Risk Management, employing agency managers, human resources representatives, and third parties in the event of claim submissions, litigation, or open records requests, subject to applicable law.

III. REFERENCES

[North Dakota State Fleet Services Policy Manual \(nd.gov\)](#)
[State Fleet Driver Agreement \(nd.gov\)](#)

IV. EMPLOYEE RESPONSIBILITIES (understand state fleet policy manual)

Employees who operate State Fleet vehicles are responsible for reviewing and understanding the State Fleet manual, State Fleet Driver Agreement form, and any internal policies specific to the employing agency.

V. INFORMATION COLLECTION AND USE

Telematics collects a variety of information including vehicle location, speed, path of travel, route, stopping, maneuvering severity, idle, and parking time.

State Fleet uses this information to increase fleet efficiency and safety. Benefits include:

- Vehicle breakdown and crash alerts
- Vehicle performance data
- Scheduled maintenance information
- Driver behavior alerts
- Compliance with laws and State Fleet policies.
- Real time utilization reports

VI. TELEMATICS INFORMATION REVIEW

In the event of a telematics data and driver performance review, the process should include the State Fleet director or designee, employing agency leadership or designee and OMB's Risk Management when applicable.

State Fleet managers and OMB's Risk Management are responsible for reviewing telematics data following a crash resulting in loss of life, injury, or significant property loss.

A review of telematics data can be used to identify and investigate allegations of driver misconduct which include unsafe driving maneuvers, speeding, or any other activity considered dangerous to the employee or public. Allegations of driver misconduct will be directed to the State Fleet contact of the employing agency.

VII. ACCESS/MAINTENANCE OF DATA

Access to the data produced by the telematics system will be controlled and maintained by State Fleet. Distribution of telematics data per open records request will be distributed by the Information Management Officer at North Dakota Department of Transportation.

State Fleet may disclose telematics information when appropriate to third parties, such as law enforcement in administrative or legal proceedings, and when otherwise necessary to respond to claims, to protect the State's legitimate interests, the health and safety of others, or as required by law.

Data from telematics systems are maintained by State Fleet and purged based on the State's retention policy, except when subject to a legal hold.

VIII. TAMPERING OR ALTERING TELEMATICS SYSTEM

The improper use of telematics equipment is prohibited. Any repair costs resulting from tampering with telematics equipment will be the responsibility of the agency and may result in the loss of State Fleet vehicle use by the operator. Attempting to repair or adjust the telematics system in a Fleet vehicle is prohibited. Employees who believe that the telematics system is not working properly should report the malfunction immediately to State Fleet.

IX. CORRECTIVE OR DISCIPLINARY ACTION

Violation of this policy will result in notification to the employing agency and may result in the loss of State Fleet vehicle use by the employee.

X. AGENCY POLICIES

State agencies are permitted to issue additional policies and guidance on telematics, provided they stay within the framework of this policy.