

MEMO



DATE: December 19, 2024
TO: KDOT Leadership
FROM: Greg Schieber, Deputy Secretary/State Transportation Engineer
CC: Calvin Reed
RE: Automatic Vehicle Location/Telematics and Data Collection
Policy

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Some State-owned equipment and vehicles, including dump trucks and the motor pool vehicles located in Topeka are equipped with Automatic Vehicle Location, AVL, and telematics devices to record vehicle locations and on-board diagnostic information. The data generated by the vehicle and recorded by the telematics device is stored and maintained by the vendor. Data collected can be used to track and monitor vehicle location and utilization including miles traveled, days used, idle time, speed, harsh braking, crash alerts, and usage of the vehicle. The system also collects data regarding vehicle on-board diagnostics.

The AVL/telematics system is not intended to be utilized as an employee monitoring system; however, it does provide incidental alerts for unsafe and unusual operations which must be addressed appropriately by management. Automated reporting from the system includes, but is not limited to, excessive idling practices, driving at sustained speeds in excess of the posted speed limit, excessive speed, hard braking/acceleration, seat belt use and diagnostic alerts regarding vehicle fault codes.

KDOT reserves the right to review employee use of state-owned equipment and vehicles at any time for any reason. Therefore, employees should not have an expectation of privacy as to the use of state-owned equipment and vehicles. Only Mechanics and other authorized persons may install, remove and perform maintenance on the AVL/Telematics equipment. Any unauthorized work on the equipment is expressly prohibited. This includes, but is not limited to, the removal or unplugging of the devices.

Access to the system and data generated is restricted to Headquarters and District Fleet Management personnel, District Engineers, District Maintenance Engineers, Area Engineers, Highway Maintenance Superintendents, the Motor Pool Administrator, and other authorized staff. Any specialized report or data requests for an individual piece of equipment or vehicle must be authorized by Senior Managers.

Employees determined to be using state-owned vehicles in an inappropriate or unauthorized manner, or performing any unauthorized work on the equipment, will be subject to disciplinary action, up to and including termination.