

# **CONSTRUCTION PROCEDURES HANDBOOK**

SECTION I	SUBSECTION I	DATE
General Information	GPS Monitoring of State Vehicles	06/24/2020

NJDOT Policy 109 requires that the Supervisor of Employee Drivers monitor the utilization of all pool vehicles. This includes generating and reviewing, on a regular (weekly) basis, GPS System location reports on vehicles assigned to staff to determine whether Employee Drivers are speeding or otherwise misusing their vehicles and taking appropriate action when warranted.

For the purposes of this procedure, Supervisor of Employee Drivers means the RCE (North, Central & South) or designee, the Manager of the Bureau of Construction Engineering or designee and the Director of DC&M or designee. Employee Driver means a Department employee to whom a NJDOT State vehicle has been assigned on a temporary or permanent basis.

## **EMPLOYEE DRIVER RESPONSIBILITIES**

Adhere to all Department Policies including but not limited to NJDOT Policy No. 109 Vehicle Assignment and Use Policy, NJDOT Policy No. 916 Reporting Accidents Involving Motor Vehicles, Road Equipment & Safety Devices and NJDOT Policy No. 925 Motor Vehicle Violations.

All Employee Drivers must use State vehicles in accordance with motor vehicle laws, State-wide policy and Department policies. Frequent or flagrant violation of traffic laws as shown on the driver's abstract or through the review of GPS System location reports as determined by the Employee Driver's Supervisor is an example of vehicle misuse which may result in administrative revocation or suspension of driving privileges and discipline.

### **Supervisor of Employee Drivers**

Monitor the utilization of all pool vehicles. Generate and review, on a regular (weekly) basis, GPS System location reports on randomly selected vehicles assigned to staff to determine whether Employee Drivers are speeding or otherwise misusing their vehicles. Take appropriate action when warranted.

Use a random number generator to determine which vehicles to select. Select 5% of the pool each time a review is performed. If it is determined that a vehicle has been speeding, meet with the Employee Driver to advise that speeding is not in compliance with Department Policy, to stop speeding, and advise that if speeding continues the Employee Driver will be disciplined. Add the offending vehicle to the next regular report.