

GPS MONITORING OF OAK HILL VEHICLES

Applicability: This policy applies to all Oak Hill employees who operate Oak Hill vehicles.

Oak Hill staff is responsible for safely driving Oak Hill vehicles and transporting program participants. Oak Hill expects all staff to be aware of posted speed limits and to abide by them at all times. Additionally, to ensure the safety of program participants, we must ensure that Oak Hill vehicles are utilized appropriately in adherence with supervisor directives, transportation schedules and authorized community outings. To this end, Oak Hill has installed Global Positioning Systems ("GPS") in Oak Hill vehicles. GPS uses satellite technology that allows us to know the speed at which a vehicle traveled, the address or intersection where a vehicle is located; the route a vehicle traveled each day, the length of time it was parked and the length of time it was idling.

Oak Hill receives daily "activity reports" from our GPS vendor that record a vehicle's activity throughout the day (e.g., whether it is moving, parked or idling, and where it went). Oak Hill has asked our GPS vendor to report a vehicle's location and speed in two-minute intervals. The time at which the satellites receive information about one of our vehicles is called a "data point".

I. Use of GPS Information in Investigations.

GPS reports will be used as evidence, when relevant, in investigations concerning allegations of employee misconduct, including abuse and/or neglect of program participants.

II. Disciplinary Measures.

Driving at an excessive rate of speed is a health and safety issue for our staff and program participants and an "extremely serious" offense under our progressive discipline policies. The following sets forth Oak Hill's disciplinary policy regarding traveling in excess of posted speed limits. The particular circumstances of each infraction are subject to mitigating and aggravating factors, so that the level of discipline shall meet the "just cause" standard.

» A *disciplinary counseling* may be issued for a first occurrence of staff traveling more than five (5) miles per hour over the posted speed limit, but less than ten (10) mph over the posted speed limit, for one data point.

* A *written warning* may be issued in one of two circumstances:

* The first instance of staff traveling more than five (5) miles per hour over the posted speed limit, but less than ten (10) mph over the posted speed limit, for at least two (2) consecutive data points; or

- first occurrence of staff traveling ten (10) miles per hour or more over the posted speed limit at one (1) data point.
- A *suspension* may be issued in one of the following circumstances:
 - » The first occurrence of staff traveling more than five (5) miles per hour over the posted speed limit, but less than ten (10) mph over the posted speed limit, for at least three (3) consecutive data points; or
 - The first occurrence of staff traveling ten (10) miles per hour or more over the posted speed limit at least two (2) consecutive data points; or
 - The first occurrence of staff traveling more than fifteen (15) miles per hour over the posted speed limit at one data point.

Any subsequent occurrences will be subject to progressive discipline.

III. Awareness of Speed Limits.

Oak Hill staff is expected to be aware of all posted speed limits. From time to time, Oak Hill administrators may provide written documentation to staff advising them of specific speed limits on Connecticut highways and secondary roads. Speed limits may be changed by the State or a municipality at any time. If there is a conflict between a posted speed limit and Oak Hill's documentation, the posted speed limit shall govern with respect to disciplinary action.

IV. Tampering with the GPS Devices.

Tampering with a GPS device will result in the generation of a report to Oak Hill administrators. Any evidence of tampering will result in disciplinary action up to and including discharge from employment.

Cross-Reference: Vehicle Safety

Originally published: July 31, 2009