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| **PROCEDURE TITLE** | PHLYTRAC GPS Program Procedure | **DOCUMENT ID** | ADMIN-RM-0241.02 |
| **OWNER** | Vice President of Business Administration | **CREATION** | 1.16.2024 |
| **STANDARDS AND REGULATIONS** | **COA:** ASE 4.02<br>**Admin Code:**<br>**Statute:** | **RENEWAL DATE** | 09.2028 |
| **RELATED OMC POLICIES / PROCEDURES** | Safe Operation of Vehicles Policy | **LAST MODIFIED/ APPROVAL** | 07.2026 - Chief Financial Officer |
| **APPLICABLE TO** | 1 - All Staff<br>8 - Volunteers | **EXPERT REVIEW** | |

## PURPOSE

The purpose of this procedure is to promote a heightened level of safety awareness and responsible driving behavior in its employees. The organization participates in the PHLYTRAC GPS motor vehicle tracking & safety program offered by its insurance carrier.

## FORMS AND REFERENCE DOCUMENTS

| Title | Description |
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## PROCEDURE

Employees are expected to operate vehicles safely to prevent accidents which may result in injuries and property loss. To monitor compliance with this requirement, non-assigned pool vehicles have been equipped with a device to collect data pertaining to the operation of its insured fleet vehicles.

All operators, supervisors and other responsible parties are hereby made aware of the following program elements and requirements:

- All operators will be screened by obtaining a current Motor Vehicle Report and must be approved by the organization prior to operating a fleet vehicle
- Each designated fleet vehicle has been equipped with a GPS tracking device designed to gather data related to vehicle operation and activity
- The data collected by the device will be assessed by the organization on a regular basis. Any concerning driver behavior will be addressed and documented in a manner consistent with the organization's progressive discipline policies and procedures.
- The organization's insurance carrier is entitled to access the data collected by the devices for use in the claims handling process, including liability determinations.
- Operators are not permitted to disengage the device. The Vice President of Business Administration must be notified and grant approval prior to disengaging the device should a substantiated reason arise.
- When a covered vehicle is added to our insurance coverage, the Vice President of Business Administration will coordinate the acquisition of a device for the addition. The device must be installed within 30 days of receipt from the insurance carrier.
- When a vehicle is removed from service, the Vice President of Business Administration must be notified to coordinate reassignment or return of the device within five business days of removal