

AP 539 – School District Vehicle Tracking

Background:

Global Positioning System (GPS) technology in school district-owned vehicles used to support operational efficiency, employee safety, vehicle protection, and regulatory compliance, while respecting employee privacy and collective agreement obligations.

This Administrative Procedure operates in conjunction with applicable collective agreements, employment legislation, and privacy laws and applies to:

- All school district-owned or leased vehicles equipped with GPS tracking devices
- All employees, including unionized staff, who are authorized to operate these vehicles

Purpose:

The purpose of this procedure is to provide employees with reasonable and appropriate notice of the use of GPS and to establish guidelines regarding the collection, use and disclosure of personal information of employees obtained. GPS data may be used for the following legitimate business purposes:

- Route optimization and dispatch coordination
- Vehicle location and recovery in the event of theft or emergency
- Verification of vehicle use during working hours
- Vehicle condition alerts, battery life, engine problems etc.
- Fleet management, maintenance scheduling, and fuel efficiency
- Health and safety support, including emergency response
- Compliance with insurance, regulatory, or audit requirements

GPS tracking will **not** be used for continuous real-time monitoring of employees unless required for safety or operational reasons. Real-time access may occur only when required for safety, emergency, response, theft recover or defined operational needs.

GPS Data may be subject to audits undertaken at periodic intervals or in response to identified risks, incidents or predetermined events.

Any action to remove, bypass, disconnect or intentionally damage GPS equipment will be grounds for discipline up to and including termination.

Privacy:

The company recognizes employees' right to privacy and commits to the following principles:

- GPS data will be accessed only by authorized personnel
- Data will be reviewed only for legitimate business purposes
- GPS data will not be used as the sole basis for disciplinary action
- Any use of GPS data in investigations will follow due process and collective agreement provisions

Data Retention and Security:

West Vancouver Schools maintains personal information for only as long as it is needed for employment, business, operational or legal reasons. Any personal information that is used to make a decision about an individual will be retained for at least one year in compliance with FOIPPA. West Vancouver Schools may be required by law to retain some personal information for longer periods