



GLOBAL POSITIONING SYSTEM (GPS) EQUIPMENT IN DISTRICT OWNED VEHICLES

The District authorizes the use of GPS equipment in District owned vehicles for reasons of enhancing the safety of District employees and for operational efficiencies.

Procedures

1. Use
 - 1.1. GPS units may be installed in all District owned vehicles.
 - 1.2. GPS units may be used to record vehicle functions and locations.
2. Security
 - 2.1. Only a designated employee or agent of the District will install GPS units.
3. Viewing of GPS Information
 - 3.1. GPS information will only be viewed by District staff with a direct involvement with the recorded GPS information, or employees or agents responsible for the technical operations of the system (for technical purposes only).
4. Retention of GPS Information
 - 4.1. Where an incident raises a prospect of a legal claim against the District, the GPS information specific to that claim shall be sent to the District's insurers.
 - 4.2. GPS information is stored at the vendor's location for a period of one (1) year. Following the one-year period, all information will be transferred to the District in CD format or other storage media and will be retained for five (5) years.
5. Tampering
 - 5.1. Tampering with any GPS unit to render the unit non-functional and/or inaccurate is strictly prohibited.

Reference: Sections 20, 22, 65, 74.01, 85 *School Act*
Freedom of Information and Protection of Privacy Act
School Regulation 265/89

Adopted: May 18, 2022
Revised: May 18, 2022