

Foreword

This policy statement is an example provided by enterprise class user of the GO system and are considered best in class. The document has been reformatted and confidential information removed.

With over 5,500 vehicles, the Company estimates an annual savings of \$27,000,000 on an investment of about \$5,000,000 every five years. This \$130,000,000 net savings over this period. The data is used predominately for risk management and mitigation.

Global Positioning System (GPS)

GPS “Rules of the Road” Policy

Employees operate company-owned vehicles on behalf of the company and drive in excess of 170 million miles each year. The Company’s commitment to highway safety and employee welfare, as well as the wellbeing of the general public, is a top priority and the genesis of GPS.

GPS is a satellite tracking system that is attached to the company vehicle, which monitors the vehicle during operation. This system monitors:

- Speed of travel
- Time of arrival
- Length of stop
- Time vehicle is spent idling
- Location of the vehicle at every stop
- Seat Belt Use
- Vehicle Mileage
- Acceleration and deceleration
- Rapid starts –“jackrabbit starts”

All employees who drive vehicles in which a GPS unit has been installed are expected to comply with all governmental statutes and regulations related to the operation of motor vehicles, and those employees will also be governed by specific GPS rules. These GPS rules are in addition to the Drivers Certification Policy and any applicable regulatory or government discipline, which may supersede this policy.

Driving habits, patterns and violations of the policy are reviewed monthly and remain on the driver’s record for 12 months. This means that a GPS policy violation remains viable and subject to progressive disciplinary actions for one year from the date of the violation.

If multiple violations occur on the same day, they may be treated as one violation, with any applicable discipline based upon the most serious offense.

A Word version is available for customers. Consult your HR and legal advisor before use. Fleetistics accepts no responsibility for content.

Company Vehicles Requiring a GPS Unit

All Company owned vehicles assigned to Operation Managers, Service Managers, Pest and Termite Specialists (Technicians), and Sales personnel are required to be equipped with a GPS unit.

Required Measures

The following GPS-related activities are required measures and may be appealed only under the guidelines of the paragraph entitled Appeals. All Counseling and Coaching citations given to the employee must include the specific exception report noting the violation.

1. Vehicles that travel 71 mph up to 79 mph:
 - a. First offense will be a written warning.
 - b. Second offense results in a final written warning.
 - c. Third violation will result in termination.
2. Vehicles that travel 80 mph up to 89 mph:
 - a. First offense will be a written warning.
 - b. Second offense will result in termination.
3. Vehicles that travel 90 mph and greater:
 - a. Immediate termination.
4. Vehicles left idling at any service location:
 - a. First offense will be a written warning.
 - b. Second offense will result in termination.
5. Failure to wear seat belt while driving Company vehicle:
 - a. First Offense will result in written warning.
 - b. Second offense will result in final warning.
 - c. Third offense will result in termination.
6. Stops that deviate from the Specialist's (Technician's) assigned route of service or other unscheduled stops, which cause the route to be run out of sequence or cause customers to be serviced outside their time window:
 - a. First offense will result in a written warning.
 - b. Second offense will result in termination.
7. Unauthorized use of company vehicle after work hours:
 - a. First offense will result in written warning.
 - b. Second offense will result in final warning.
 - c. Third offense will result in termination.
8. Specialist (Technician) tampered with the GPS unit:
 - a. First offense will result in written warning. .
 - b. Second offense will result in termination.
9. Specialist (Technician) provides service to non-Company customer:
10. First offense will result in termination.

NOTE: The Company reserves the right, if the Region Manager and Division Human Resources Manager find the employee's driving to be outrageous based on the road conditions or area in which the violation occurred, to terminate an employee even if the employee has not exhausted all disciplinary measures leading up to termination.

Delegating Responsibility

The Region Manager will have the ultimate responsibility for enforcing the GPS "Rules of the Road." The Region Manager may delegate responsibility for managing the policy to the Operation Manager within each location. The Company will conduct periodic, unannounced audits to ensure compliance.

Risk Management provides a monthly violations report to each Region, which outlines all of the violations for that month that require corrective action. It is the Region Manager's responsibility to ensure the Coaching and Counseling form is completed and a copy is sent to Risk Management.

Each location must maintain the following:

- 1 to 31-day binder containing the "Risk Management Reports"
- "Trips List Reports", if violations are listed
- Copies of the "Coaching and Counseling" forms, when disciplinary measures were delivered

Appeals

Appeals of any GPS-related disciplinary actions may be considered by a panel in Risk Management and may be requested only under extenuating circumstances. While an investigation of the driver's record is being conducted, a temporary suspension of operating a company vehicle should be enforced. Human Resources and Risk Management will review each situation on an individual basis with a prompt decision being made regarding the employment status.

The following are the extenuating circumstances that could prompt an appeal to any GPS-related disciplinary actions.

1. Medical emergency.
2. When specifically requested by law enforcement officer or some similar governmental official to engage in the behavior which violates the policy.
3. Where an individual's supervisor has amended the assigned route of service for business-related purposes.
4. Technical malfunction.

"GPS Rules of the Road" may require operation of the vehicle at or under the posted speed limit. A violation of speed of travel under these conditions does not constitute a reason for appeal.

Eligibility for Rehire following a GPS-Related Termination

An employee will become eligible for rehire one (1) year from the date of infraction, only if he/she is within guidelines of being rehired under the Driver Certification Policy.

Compliance Procedures

The Operation Manager is responsible for enforcing and administering the disciplinary measures associated with violations of the GPS policy. The required “Coaching and Counseling” forms (located on page 1-13.6) of this manual) must be completed and filed in the employee’s personnel file in the Field Location, and a copy faxed to Risk Management at XXX.XXX.XXXX.

GPS Equipment Repairs

- All new GPS equipment is covered under a warranty.
- If any of the GPS equipment requires repair during the warranty period, contact Risk Management at 1. XXX.XXX.XXXX.
- Risk Management will coordinate the equipment repairs with the vendor.
- Risk Management will maintain a small supply of emergency equipment, which may be loaned to locations that must have immediate replacement.
- Once the warranty period is over, the locations will be charged for GPS equipment repairs.

GPS RULES OF THE ROAD COACHING / COUNSELING FORM

WRITTEN WARNING (Check one box only)

FINAL WARNING

Name: _____ Employee #: _____

Position: _____ Location Name: _____ #: _____

Your driving performance has been measured by the Global Positioning System and recorded as inappropriate based on the Rules of the Road. (Manager: List infraction and attach the applicable GPS report(s). Be sure to note specific dates, times, locations and other specific information that applies to the violation.)

Acceptable conduct / performance is that no additional infractions occur for a period of one year. Further violations of the GPS Rules of the Road, Driver Certification Policy and/or any regulatory or government regulations may result in further disciplinary measures, up to and including termination.

- I agree to comply with all Rules of the Road, as outlined in the Global Positioning System guidelines and policy.
- I agree to obey all government and regulatory agency laws and rules specific to my driving conduct.
- I agree to adhere to the Company Driver Certification Policy.
- I will complete a Defensive Driving Course within 30 days of this warning, if I have not already completed such a course.

Employee's Signature _____ Date _____

Manager's Signature _____ Date _____

Manager's Signature (Print) _____ Date _____

Note: Employee's signature on this form indicates that this situation has been discussed. It does not necessarily mean the employee agrees. Send copy or fax to Risk Management, GPS / Driver Certification Group, XXX.XXX.XXXX. Retain a copy of this form in the employee's personnel file.

GPS RULES OF THE ROAD NOTIFICATION OF TERMINATION

Name: _____ Employee #: _____
Position: _____ Location Name: _____ #: _____

Your driving performance has been measured by the Global Positioning System and recorded as inappropriate based on the GPS Rules of the Road. (Manager: List infraction and attach the applicable GPS report(s). Be sure to note specific dates, times, locations and other specific information that applies to the violation.)

Based upon the violation(s) of Company Policy listed above, your employment is terminated, effectively immediately.

Employee's Signature _____ Date _____

Manager's Signature _____ Date _____

Manager's Signature (Print) _____ Date _____

Note: Employee's signature on this form indicates that this situation has been discussed. It does not necessarily mean the employee agrees. Send copy or fax to Risk Management, GPS / Driver Certification Group, XXX.XXX.XXXX. Retain a copy of this form in the employee's personnel file.