

Lower Merion School District

ADMINISTRATIVE REGULATIONS

Policy No.: 811
Section: OPERATIONS
Title: DISTRICT VEHICLES – USE OF GLOBAL POSITIONING SYSTEMS
Date Last Revised: Reviewed 9/11/2020; 12/20/10

R811 DISTRICT VEHICLES – USE OF GLOBAL POSITIONING SYSTEMS

Installation

Global Positioning Systems (GPS) will be installed solely on District school buses. No other District vehicles will be equipped with GPS.

In the event that the District decides to install GPS on any other District vehicles, the District will provide written notice to any and all drivers of such vehicles.

Notice and Signed Acknowledgements

The District shall provide written notice to all school bus drivers explaining that a GPS is installed in all District school buses and is in use on a daily basis. Each school bus driver shall sign an acknowledgment form stating that they received the notice and understand the District’s policy regarding the GPS. See Attachment A. Once the driver has signed this acknowledgment, no further acknowledgement is required absent material change to the policy or this regulation.

Any school bus driver hired after provision of the written notice as described above will receive written notice upon the start of his or her employment. Such school bus drivers shall also sign the acknowledgement form as described above upon the start of his or her employment.

Signed acknowledgment forms shall be maintained by the District’s Department of Transportation.

Additional notice shall be provided to transportation employees and others as follows:

- a. The substance of the notice shall be included in the employee handbook for transportation employees.
- b. A sticker shall be placed on the dashboard of each vehicle equipped with a GPS indicating the presence of the GPS.
- c. The District’s Department of Transportation webpage shall also contain general information about the use of GPS in District school buses.
- d. The District shall also notify teachers, coaches, and school administrators about the installation and use of GPS in District school buses by communicating information through such means as individual school handbooks and District inservices.

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Access to GPS Data

Access to data obtained by the GPS shall be protected by means of a confidential password.

Access to data obtained by the GPS will be limited to the following individuals:

- Superintendent
- Assistant Superintendent
- Director of Operations
- Assistant Director of Operations
- Supervisor of Transportation
- Dispatcher
- Safety Foreman
- Router
- Other Transportation staff designated in writing by the Supervisor of Transportation

Disabling of GPS

The GPS shall not be disabled unless approved in writing and/or through email by the District's Supervisor of Transportation or his/her designee.

Prohibition

It is against Board policy for GPS data to be utilized for any purposes that are unrelated to the safety, security, or efficiency of District school bus transportation operations. This is not intended to preclude the imposition of use of GPS data as evidence of disciplinary infractions.

The unauthorized and/or inappropriate use of GPS data in any manner including but not limited to harassment of any individuals or group of individuals is strictly prohibited and will result in disciplinary action up to and including termination.

Attachment A

LOWER MERION SCHOOL DISTRICT

GPS– District Vehicle Driver Acknowledgment Form

I, _____ have received written notice from the Lower
District Vehicle Driver Name

Merion School District that a GPS is installed in all District school buses and

is in use on a daily basis. I also understand the District’s policy, which is posted on its website regarding the GPS.

Signature of District Vehicle Driver

Date