

Employee GPS Consent Form and Vehicle Use Policy

This packet contains two documents:

- Part 1 — Employee Acknowledgment and Consent to GPS Vehicle Tracking. One page, signed at hire or before tracking begins.
- Part 2 — Vehicle Use Policy. The operational rules that sit alongside the consent form.

How to use it

Replace every bracketed item — [COMPANY NAME], [NUMBER], and so on — with your own information. Delete any clause that does not apply to your operation. Keep the signed original in the employee file and give the employee a copy.

Part 1 is written to the notice standard set by California AB 984, which is the longest list of required disclosures in the country. A form that satisfies California generally satisfies states with shorter requirements, such as Connecticut and Delaware, so most employers can use a single version everywhere.

IMPORTANT — READ BEFORE USING

AlerTrax is a GPS tracking company, not a law firm. This template is general information, not legal advice, and no attorney-client relationship is created by using it. It was drafted from publicly available statutes current as of September 2026. Employment and privacy law varies by state and changes over time, and your obligations depend on where you operate, how many people you employ, whether your workforce is represented by a union, and what your existing handbook already says. Have an employment attorney licensed in your state review both documents before you put them in front of an employee.

Employee Acknowledgment and Consent to GPS Vehicle Tracking

Employer (company name): _____

Employee name: _____

Effective date: _____

1. Purpose

[COMPANY NAME] ("the Company") uses GPS location technology on Company vehicles and equipment. The Company uses this technology to protect Company property against theft and loss, to dispatch and route crews, to verify service to customers, to support accurate job costing and payroll, and to respond to emergencies. This form describes what is collected, when, who can see it, and how it is used.

2. Vehicles and equipment covered

This consent applies to the following Company-owned or Company-leased assets:

- Company trucks and service vehicles
- Trailers
- Powered equipment and machinery (for example mowers, skid steers, compressors, generators)
- [ADD OR REMOVE ASSET CLASSES AS APPLICABLE]

If you never track personal vehicles, keep Section 9 as written. If you ever ask an employee to accept a tracker on a vehicle they own, that requires its own separate, voluntary written consent — see the note in Section 9.

3. Information collected

The GPS device installed on covered assets collects:

Data collected	Description
Location	Geographic position of the vehicle or equipment, reported at intervals
Movement status	Whether the asset is moving, stopped, or idle
Arrival and departure	Time-stamped entry and exit at job sites, yards, and defined boundaries
Route history	The path traveled and stops made during a reporting period
Device status	Battery level, signal, and tamper or disconnection alerts
[ADD OR REMOVE]	[DESCRIBE]

The device does not record audio or video, and it does not access the contents of any personal phone, message, or email.

4. When monitoring occurs

Choose one and delete the other:

- Option A — Monitoring occurs only during scheduled work hours and while the employee is on duty.
- Option B — The device reports continuously, including outside scheduled work hours, because it is affixed to Company property that must be protected against theft at all times. The Company reviews after-hours data only in connection with a suspected theft, an unauthorized use of a Company vehicle, an accident, or a safety incident.

Option B is common and defensible for asset protection, but only if you say it plainly here and actually limit review as described. If you operate in California, see Section 10.

5. Who can access the data

Access is limited by role to:

- Owner or general manager
- Operations manager and dispatch
- Designated supervisors, for their assigned crews only
- [ADD OR REMOVE ROLES]

Access is granted by job role rather than by individual, and is removed when a person leaves the role.

6. Service provider

The Company uses [PROVIDER NAME — e.g., AlerTrax, a product of NautAlert, LLC] to supply the tracking devices and the software platform that stores and displays this data. Data may be disclosed to law enforcement in connection with a reported theft, to the Company's insurer in connection with a claim, and as otherwise required by law.

7. How long data is kept

Location and route history is retained for [NUMBER] days, after which it is deleted in the ordinary course. Records relevant to an open investigation, insurance claim, or legal proceeding are retained until the matter is resolved.

8. Use in employment decisions

Information collected through GPS tracking may be used in employment decisions, including scheduling, performance review, coaching, discipline, and termination. The Company will not rely on location data alone to impose discipline without giving the employee an opportunity to explain the circumstances.

9. Personal vehicles

The Company does not install GPS tracking devices on vehicles owned by employees. If the Company ever asks an employee to permit tracking on a personally owned vehicle used for Company business, that request will be made separately and in writing, participation will be voluntary, and declining will not affect the employee's employment.

10. Right to disable outside work hours

Where required by applicable state law, including for employees working in California, the employee may disable or deactivate location monitoring outside of working hours. The Company will not retaliate, discipline, or take any adverse action against an employee for doing so. An employee who wishes to exercise this right should contact [NAME OR ROLE] to arrange it.

If you have no California employees you may delete Section 10 — but leaving it in is harmless, reads well to any employee, and means you do not have to revisit the form when you hire across a state line.

11. Questions

Questions about this form or about how location data is used should be directed to [NAME, ROLE, PHONE, EMAIL].

Acknowledgment

I have read and understand this notice. I understand that GPS location technology is in use on the Company vehicles and equipment described above, what data is collected, when it is collected, who can see it, how long it is kept, and that it may be used in employment decisions. I have had the opportunity to ask questions. I acknowledge receipt of a copy of this form.

Employee

Printed name: _____

Signature: _____

Date: _____

Company representative

Printed name: _____

Signature: _____

Date: _____

Vehicle Use Policy

Employer (company name): _____

Effective date: _____

1. Scope

This policy applies to every employee who operates a vehicle owned, leased, or rented by [COMPANY NAME], and to every employee who operates a personal vehicle for Company business. It supplements, and does not replace, any applicable collective bargaining agreement or written employment agreement.

2. Authorized drivers

- Only employees authorized in writing by [ROLE] may operate a Company vehicle.
- Authorized drivers must hold a valid driver's license of the correct class for the vehicle operated, and must carry it while driving.
- An employee must notify [ROLE] within [NUMBER] business days of any license suspension, revocation, restriction, or moving violation, whether it occurred on or off duty.
- Non-employees, including family members, may not operate a Company vehicle at any time.
- Passengers who are not employees or customers may not ride in a Company vehicle without prior approval from [ROLE].

3. Driving records

The Company may review motor vehicle records at hire and periodically thereafter, consistent with applicable law and with any authorization the employee has signed. Continued authorization to drive a Company vehicle depends on maintaining an acceptable driving record.

4. Permitted use

Company vehicles are provided for Company business. Choose one and delete the other:

- Option A — No personal use. Company vehicles may be used only for Company business, including commuting between the yard and job sites.
- Option B — Limited personal use. Incidental personal use is permitted [DESCRIBE — e.g., commuting to and from home, and reasonable stops en route]. All other personal use requires prior approval from [ROLE].

5. Prohibited uses

While operating a Company vehicle, employees may not:

- Operate the vehicle while under the influence of alcohol, cannabis, illegal drugs, or any substance that impairs safe driving
- Use a handheld mobile device while driving, where prohibited by state or local law or by this policy
- Transport hitchhikers, or any unauthorized passenger
- Tow, haul, or transport anything not related to Company business without prior approval

- Use the vehicle for any other business, including self-employment or a second job
- Smoke or vape in the vehicle
- Remove, disable, obstruct, or tamper with any safety equipment, camera, or GPS device installed on the vehicle, except as expressly permitted under Section 10 of the Employee GPS Consent Form
- Leave the vehicle unlocked or unattended with keys accessible

6. Fuel, tolls, and Company cards

Fuel and toll cards issued for a Company vehicle may be used only for that vehicle and only for Company business. Receipts must be submitted to [ROLE] within [NUMBER] days. Personal charges on a Company card are a violation of this policy and may be recovered from the employee to the extent permitted by law.

7. Vehicle condition and maintenance

- Drivers must complete a walk-around inspection before the first use of each day and report defects to [ROLE] immediately.
- Drivers are responsible for keeping the vehicle clean and free of debris, and for securing all cargo, tools, and equipment before travel.
- Scheduled maintenance must not be deferred. A vehicle that is unsafe to operate must be taken out of service and reported.

8. GPS tracking

Company vehicles and equipment are equipped with GPS location technology. The details of what is collected, when, who can access it, how long it is retained, and how it may be used are set out in the Employee GPS Consent Form, which each driver signs separately. Tampering with, removing, or disabling a GPS device — except as expressly permitted by that form — is a violation of this policy.

9. Accidents and incidents

An employee involved in an accident while operating a Company vehicle must:

- Stop, render aid, and call emergency services if anyone may be injured
- Call the police and request that a report be taken, regardless of apparent severity
- Notify [ROLE, PHONE] as soon as it is safe to do so, and in any event the same day
- Photograph the scene, all vehicles involved, and any damage
- Exchange insurance and contact information, but not admit fault or discuss liability
- Complete the Company incident report within [NUMBER] business days
- Submit to post-accident testing where required by law or by Company policy

10. Traffic citations

Parking tickets, moving violations, toll violations, and camera citations incurred while operating a Company vehicle are the responsibility of the employee, except where the violation results from a vehicle defect or a Company instruction. Citations must be reported to [ROLE] within [NUMBER] business days.

11. Separation of employment

On separation, or on request at any time, the employee must return the vehicle, keys, fuel and toll cards, and all Company tools and equipment, in the condition received, ordinary wear excepted. GPS devices remain Company property and must not be removed by the employee.

12. Violations

Violation of this policy may result in loss of driving privileges and in disciplinary action up to and including termination of employment. Nothing in this policy alters the at-will nature of employment where at-will employment applies.

Acknowledgment

I have received, read, and understand the [COMPANY NAME] Vehicle Use Policy. I agree to comply with it. I understand that violating it may result in loss of driving privileges and in disciplinary action up to and including termination.

Employee

Printed name: _____

Signature: _____

Date: _____

Company representative

Printed name: _____

Signature: _____

Date: _____

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