



JEFFERSON PARISH

OFFICE OF THE PRESIDENT

CYNTHIA LEE SHENG
PARISH PRESIDENT

January 5, 2021

Via Electronic Mail

David N. McClintock
Jefferson Parish Inspector General
990 N. Corporate Drive, Suite 300
Jefferson, LA 70123

Re: Administration Supplemental Response to Office of Inspector General-Jefferson Parish-
Investigation 2018-0007-Vehicle Tracking and Management System

Mr. McClintock:

The Administration respectfully submits this supplemental response to JPOIG Investigation 2018-0007 to update the status of corrective measures implemented since our initial response in February.

As an initial matter, the Administration has successfully consolidated the 14 separate departmental databases into a single centralized database supervised by the Jefferson Parish Safety Manager allowing for system-wide data searches and departmental access to individual vehicle information.

Additionally, the Administration has implemented policies and procedures outlining the type of data collected (e.g., vehicle location, route adherence and deviation, vehicle speed and idle time) and how the data is analyzed. In short, the Safety Manager reviews the data and prepares a report notifying a Department Director that a vehicle or driver has been flagged for operational review and corrective discipline, if necessary. (See Attachment "A").

An interdepartmental committee evaluated the capabilities and functionalities of the existing GeoTab System and Sprint service and other available options. In November, the Administration began to transition from Sprint devices and service to T-Mobile devices and "Base Plan" service at a monthly rate of \$12.60 per vehicle for 596 Parish vehicles. The Department of Fleet Management is responsible for inventory management for all vehicles and is currently installing the new devices in phases and anticipates completion of the transition at the end of March 2021. The new T-Mobile service coupled with Fleet's in-house installation of devices will result in annual savings in excess of \$46,212.

Finally, in August 2020, the Administration implemented a Vehicle Idling Policy requiring that vehicle engines be turned off while loading and unloading in the yard and while waiting for work orders or daily schedules. Idling is permitted for operation of safety light bars when parked in or near an active work zone and during breaks when extreme weather conditions exist. This Policy will substantially lower fuel costs, reduce vehicle maintenance costs, and lessen air pollution. (See Attachment "B").

In conclusion, the Administration appreciates the detailed evaluation contained in your report thereby allowing for the opportunity to implement the above-stated corrective measures resulting in savings in excess of \$46,000 dollars and a safer workforce and Parish.

If you have any questions, please contact me at your earliest convenience.

Sincerely,



Cynthia Lee Sheng
Parish President

cc: Mr. Steve LaChute, Chief Operating Officer
Ms. Valerie Brolin, Dep. Chief Operating Officer
Honorable Ricky Templet, Councilman at Large, Div. A
Honorable Scott Walker, Councilman at Large, Div. B
Honorable Marion Edwards, Councilman, Dist. 1
Honorable Deano Bonano, Councilman, Dist. 2
Honorable Byron Lee, Councilman, Dist. 3
Honorable Dominick Impastato, Councilman, Dist. 4
Honorable Jennifer Van Vrancken, Councilwoman, Dist. 5
Ms. Peggy Barton, Parish Attorney
Mr. David Courcelle, Deputy Parish Attorney
Mr. Jerry Sullivan, General Counsel, Jefferson Parish Ethics and Compliance Commission

JEFFERSON PARISH GPS VEHICLE TRACKING POLICY

I. STATEMENT OF PURPOSE AND OVERVIEW:

The purpose of this policy is to establish criteria for the use of all Jefferson Parish vehicles that are equipped with Geographic Positioning System (GPS) monitoring devices. Parish owned vehicles shall be operated in compliance with all applicable state and local laws and ordinances.

This policy identifies five categories that include speed, idling, unfastened seatbelts, tampering and unauthorized use. The GPS enables the Parish to generate data and notifications regarding the use and location of the GPS equipped vehicles. The data will be used to notify Department directors and supervisors of vehicle speeding, unfastened seatbelts, unauthorized stops and vehicle idling. This data is monitored by the Safety Department on a weekly basis and sent to the Departments as reports.

II. VEHICLE SPEED:

All Jefferson Parish vehicles must obey all state and local traffic laws including speed limits. The GPS tracking device will transmit speeds exceeding the posted speed limit to the Safety Department for review, evaluation, and transmittal to the affected Department.

III. VEHICLE IDLING

Jefferson Parish Vehicle Idling Policy prohibits any Parish vehicle from idling without cause. For more details, see Jefferson Parish Vehicle Idling Policy as executed by Cynthia Lee Sheng, Parish President, on August 10, 2020.

IV. SEATBELT USAGE

Employees operating vehicles or equipment must be familiar with and abide by pertinent traffic laws and directives of the State of Louisiana and Jefferson Parish. Employees driving or riding in Parish vehicles or equipment provided with occupant

restraint systems shall use the full restraint system provided at all times when the vehicle is in motion, on or off Parish property.

V. **DEVICE TAMPERING**

Any tampering, attempts to remove or disable the GPS equipment is prohibited. Fleet Management, in consultation with each Department's assigned point of contact, will be responsible for GPS equipment installs, re-installs, and deactivation of devices.

VI. **UNAUTHORIZED USE**

Parish vehicles are to be used for conducting Parish business only within the jurisdiction of Jefferson Parish. Leaving the jurisdiction of Jefferson Parish without written authorization or permission is prohibited.

VII. **RESPONSIBILITY ASSIGNMENTS**

The Safety Department is responsible for reading weekly data from the GPS monitoring devices, identifying employees who are violating the provisions of this policy and sending the information to Directors and supervisors.

Directors/ Supervisors

It is the responsibility of the Directors and supervisors to ensure the requirements of this policy are understood by his/her subordinate employees. In the event of a violation of this policy directive, it is the responsibility of the appropriate supervisory personnel to act in accordance with this policy. Any required disciplinary action deemed necessary shall be documented and shall be included in the employee's personnel file.

Employees

Employees are responsible for compliance with all the provisions of this policy when using Parish vehicles.

VIII. **ENFORCEMENT**

Any violation with the provisions of this policy may result in disciplinary action up to and including termination.

IX. **CONCLUSION:**

All Jefferson Parish employees who operate a Parish vehicle should receive a copy of said policy and be required to sign and date such policy. The executed policy should be placed in the employee's departmental personnel file. Any questions that you may have regarding this policy may be directed to your Appointing Authority or the Parish Safety Manager.

Thank you for your contribution and commitment to making Jefferson Parish a great and safe place to live, work, and raise a family.

ACKNOWLEDGEMENT – Please sign below acknowledging that you have read and understand this policy.

Employee Signature

Employee Name (PRINT)

Position

Date



JEFFERSON PARISH

OFFICE OF THE PRESIDENT

CYNTHIA LEE SHENG
PARISH PRESIDENT

To: Employees that operate Parish-owned vehicles & equipment

From: Cynthia Lee Sheng CLS
Parish President

Date: 8/10/20

RE: **Vehicle Idling Policy**

I. Purpose

Records indicate that many parish vehicles remain idling during working hours. Not only is idle time a concern as it relates to wasted resources but also air pollution. This policy provides notice to employees required to operate parish vehicles as to requirements related to idling vehicles. Vehicles not required to be running are to be turned off to prevent unnecessary idle time. This includes while loading and unloading, awaiting work orders or daily schedules, etc. Vehicles should only be operating and idle while driving or performing a service.

II. Definitions

1. "Cause" means the parish purpose for operating a vehicle.
2. "Driver" means any person who drives, operates, or is in actual physical control of a vehicle.
3. "Emergency" means a sudden, urgent, usually unforeseen, occurrence.
4. "Equipment Operator" means any person who is in actual physical control of a piece of equipment which requires a vehicle to be idle during operations such as bulldozers, loaders, backhoes, compressors, etc.
5. "Idling" means the engine is running while the vehicle is stationary or the piece of equipment is not performing work.
6. "Supervisor" is any person known as foreman, superintendent, or other management title that has authority over an employee or over an employee's daily work schedule, work location or workplace.
7. "Traffic Control Device" means any sign, signal, marking or device placed or erected for the purpose of regulating, warning, or guiding traffic.
8. "Vehicle" means any on-road, self-propelled vehicle which requires a human operator and requires fuel for operation.

III. Scope

This policy applies to all parish vehicles regardless of gross vehicle weight rating, all heavy-duty vehicles regardless of the fuel being used, all off-road diesel equipment regardless of horsepower rating, and all off-road equipment regardless of fuel being used, except as provided as specific exceptions stated in the policy.

JOSEPH S. YENNI BUILDING – 1221 ELMWOOD PARK BLVD – SUITE 1002 – JEFFERSON, LA 70123 – PO Box 10242 – JEFFERSON, LA – 70181-0242
OFFICE 504.736.6400

GENERAL GOVERNMENT BUILDING – 200 DERBIGNY ST – SUITE 6100 – GRETNA, LA 70053 – PO Box 9 – GRETNA, LA – 70054
OFFICE 504.364.2700

IV. Policy

1. The driver of a vehicle shall not start a vehicle until entering the vehicle to leave a location. A vehicle shall not be idling without cause. The driver shall then turn off the engine upon stopping at a destination and shall not cause or allow an engine to idle at any location for more time than is necessary to accomplish the currently assigned task/use of the vehicle.
2. An equipment operator shall not cause or allow an engine to idle at any location unless performing a parish service.

This idling policy does not apply to a vehicle or a piece of equipment for the period or periods during which it is - stopped in traffic or stuck in slow moving traffic, being used for a traffic control device to protect employees while working in the street from traffic, stopped at the direction of a law enforcement officer, necessary to determine that the vehicle and/or the off-road equipment is in safe operating condition and equipped as required by law, and that all equipment is in good working order, either as part of the daily vehicle inspection, or as otherwise needed, necessary for the testing, servicing, repairing, and diagnostic purposes, necessary to accomplish work for which the vehicle/equipment was designed, other than transporting goods, for example: operating a lift, crane, pump, drill, hoist, or other auxiliary equipment other than a heater or air conditioner.

Idling is permitted to provide a habitable environment during breaks when there are extreme weather conditions.

Supervisors: Supervisors are responsible for subordinates knowing this policy and ensuring that it is followed.

Discipline: Any violations of the above policy including but not limited to failure to properly maintain the vehicle will be subject to the Jefferson Parish disciplinary procedure including corrective disciplinary action up to and including termination for violation of this policy.

V. CONCLUSION

All parish employees who operate a parish vehicle should receive a copy of said policy and be required to sign and date such policy. The executed policy should be placed in the employee's departmental personnel file. Employees, particularly supervisors, should be tasked with tracking idle time on a monthly basis to address any continued issues and waste.

Acknowledgement- *Please sign below acknowledging that you have read and understand this policy.*

Employee Signature

Employee Name (PRINT)

Position

Date