






What should you ask when you find out a carrier has GPS and/or electronic fuel records

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
You call the carrier or send them a notification and they inform you they are using GPS, now what???

IRP PLAN language – 1010 Contents of Records and IFTA Procedures Manual P540
Distance Records

For Records produced wholly or partly by a vehicle-tracking system, including a system based on a global positioning system (GPS):

- the original GPS or other location data for the Vehicle to which the Records pertain
- the date and time of each GPS or other system reading
- the location of each GPS or other system reading
- the beginning and ending reading from the odometer, hubodometer, engine control module (ECM), or any similar device for the period to which the Records pertain

Cont. IRP and IFTA requirements

- the calculated distance between each GPS or other system reading
- the route of the Vehicle's travel
- the total distance traveled by the Vehicle
- the distance traveled in each jurisdiction
- the Vehicle identification number or Vehicle unit number

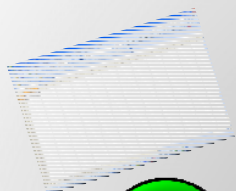


• **Questions to ask once the carrier tells you they are using a GPS system for reporting:**

- Who is your GPS vendor?
- Are all of your IFTA and/or IRP units equipped with the same GPS system?
 - If the answer is no, you will need to make sure you understand what each group of units is doing.
 - Why don't all units have GPS?
- Do the drivers keep any manual records in addition to the GPS records?
 - If not do you have a manual backup procedure in the event of a vehicle or fleet wide system failure?



Questions:



- Can the raw GPS data be provided in a format (Excel) that can be used?
- Is the GPS hardware hard wired to the unit's ECM?
- Are odometer readings from the truck's ECM captured in the GPS pings?
- Are the fuel purchases/bulk fuel withdrawals merged with the GPS data?



Additional questions you may want to ask:



- *How frequent are the GPS coordinates captured?*
- *Do the reports provided from the GPS contain all of the required information?*
- *Is the data stored for the required retention period (how long is data kept)?*
- *Does the system visually and/or audibly warn the driver the device has stopped functioning?*



Continued questions:



- *Does the device time and date stamp all data recorded?*
- *Is it possible for the system to overwrite data before it has been extracted?*
- *How is the GPS data utilized to calculate distance*
 - *Does the system use a distance software program?*
 - *Or does the system capture GPS coordinates at the jurisdictional border (geofencing)?*
 - *Does the information get sent to a service provider for reporting?*



If the GPS system doesn't meet the IFTA or IRP requirements, can it still be used?

GPS information from a system that does not meet the IFTA and/or IRP requirements can possibly be used in conjunction with manual records.

- Here are some questions you should ask if you find this situation:
 - What information is being manually recorded and what information are you using from the GPS?
 - Do you reconcile the odometer distance (if kept) to the GPS distance being calculated?



Would you send a separate questionnaire regarding their GPS features and capabilities once you have made contact with the carrier?

- NE sends a separate GPS questionnaire in addition to the normal pre-audit questionnaire that is sent to all carriers.
- Some jurisdictions have a checklist that the auditor goes through with the carrier.



You call the carrier or send them a notification and they inform you they are using an electronic fuel system (fuel cards or bulk fuel system); now what??



IFTA Procedures Manual – Fuel Records P550

The recordkeeping requirements for electronic retail fuel and bulk fuel are the same as manual records



Questions to ask if the carrier tells you they are using an electronic fuel system for reporting:

Retail fuel -

- What type of fuel credit card do you use?
- Are the fuel cards assigned by unit or driver?
 - If assigned by driver, would drivers drive more than one vehicle?

Bulk Fuel -

- What type of electronic bulk system do you use (i.e. Gasboy)?
- Are keys/cards assigned by driver or unit?
 - If assigned by driver, would drivers drive more than one vehicle?
- If you have fuel cards, do they work with your bulk storage?
- Does the system keep track of inventory information?



Additional fuel questions:



- In what format do you receive the information?
- How long is the fuel statement information retained?
- Does the information get sent to a reporting service?
- What information is downloaded or recorded in the fuel statements?
- Does the driver have to enter a unit identification or odometer reading when using the card?



Questions

