



GPS Guidelines

Below are guidelines for the maintenance of the GPS units. We hope that these guidelines will answer your questions and provide the direction required for a successful September start-up.

- All vehicles that service STEO routes now have been equipped with a GPS
- Each Bus Company/Contractor will have access to the STAT – Statistical Tool for Administrative Tracking program– a listing of routes, vehicle information and GPS information will be available in the Application. STEO ST identification number (label) and ESN (Electronic Serial Number) will be attached to each route for verification
- The deadline to return the verified information is **Wednesday August 28, 2024**
- After that date, any long-term changes to GPS's in vehicles need to be reviewed with Pat/Carrie before the change is made – email gpsunits@steo.ca
- Important: Naming Convention for GPS route and STEO ID ex. 1234_ST123, leave in tact
- **Under no circumstances is a GPS unit to be removed or disconnected without the prior approval of STEO (contact Pat Scissons, Manager of IT).**
- Follow the link on the **GPS Updates** STEO website under “Contractor Login” for any **short-term GPS updates**.

At the beginning of the day if a vehicle with a GPS unit is not in service you must enter vehicle's route number, start and end dates of non-service, and the reason for the non-service. Indicate the replacement bus number in the appropriate field. Any vehicles permanently assigned to a route are not to be re-assigned for any reason unless approved by STEO (Pat Scissons, Manager of IT) – GPS implications.

- If using the Slice and Dice feature – contact Carrie/Pat to ensure GPS mappings are updated
- In situations where a vehicle has been involved in an accident and written off or is being disposed of for any reason, all the GPS equipment **must be removed prior to the disposal** of the vehicle – this includes the GPS unit, wiring harness and Antenna – otherwise replacement costs will apply
- Operators will be responsible to cover the cost to move a GPS unit from one to vehicle to another, for such reasons as vehicle retirement, fleet rotation, and new vehicle purchases
- Routes that have been eliminated by STEO will have the cost of the GPS removal paid for by STEO, the complete unit(s) including GPS unit, wiring harness and antenna must be returned to STEO's office
- Routes that have been newly assigned by STEO will have the cost of GPS and installation paid by STEO
- Last year's data will be archived, moved out of Fleets into archive folder
- Any issues with GPS – email gpsunits@steo.ca or call Pat/Carrie – we will be the first line for troubleshooting and then will escalate accordingly