

[This is a sample letter, please customise the letter to suit your requirements]

11 OCTOBER 2024

Address:

Dear Staff Member:

I am writing to inform you that the company intends to implement a GPS fleet management system in order to improve the operational efficiency of the company's activities on the road, the system we have selected will have the following features:

- Real time location reporting
- Recording of driving and vehicle activity history
- Driver Messaging
- Driving style analysis
- Route planning & optimisation
- Security and improper usage alerts
- Emailed management reports

We have decided to implement this solution as part of our ongoing efforts to optimise our resources and we feel that there is significant potential to improve the management of the fleet. Our aim is to improve the service delivered to our customer whilst also reducing our own costs. We are confident that success in this project will benefit the company and in turn company employees.

We foresee a number of changes occurring as we start using the system and also over time as new fleet management procedures are introduced. The most significant changes we intend to implement include, but are limited to the following areas:

- Optimisation of delivery routes
- Automated recording of driving hours
- New security guidelines
- Introduction of driving style improvement initiatives

We would like to reassure staff that this measure has been carefully considered by the board of directors, we have taken advice from the data commissioner's office and other companies currently using the same technology. We are implementing the system only after confirming we can maintain the rights, entitlements and working conditions of our employees.

The company supplying the system have also been carefully selected; they are an experienced well established in the Irish market and have delivered similar solutions for hundreds of fleets in Ireland

Installations of the tracking units will commence on _____ and will take 40-60 minutes per vehicle. We look forward to receiving your full support initially for the installation and also as we being to improve our performance on the road.

Yours sincerely,

Company Director