



DEPARTMENT OF ADMINISTRATIVE SERVICES
FLEET OPERATIONS

Internal Agency Request for Telematics Data

This form is being provided as a guide for internal agency use only. Do not send to Fleet for approval

Per General Letter 115, data in the Telematics records will not be available for purposes of investigations unconnected to the speeding and related data reported to agencies unless:

- The agency official seeking the information has submitted a formal written request to the Agency Transportation Administrator for review of such data; and
- Such request includes specific information of alleged misconduct or performance deficiencies by a specific employee or employees which could be supported or disputed through the use of such data.

Requestor: _____ Email Address: _____

Job Class: _____

Specific information requested:

☐ APPROVED ☐ DENIED

ATA Printed Name

ATA Signature