

## **Vehicle Tracking Policy**

### **Purpose**

The purpose of this policy is to make employees aware of the presence of tracking devices in all company owned vans and site operational vehicles, and to explain the reasons for using the devices, the rules on their use and what data they can provide; and how the data gathered will be used by the company.

The overall aims of using GPS Vehicle Tracking are four-fold:

1. Safety and Legal compliance
  - To increase driver safety and security, through safer and compliant driving as well as helping ensure the safety and consideration for other road users;
2. Operational efficiencies
  - To provide data that supports operational improvements and compliance, for example, monitoring start and finish times to ensure adherence with the company Fatigue and Working Hours Management Policy;
3. Vehicle cost efficiencies
  - To reduce maintenance costs, reduce the frequency of accidents and other costs, such as hire costs associated with vehicle downtime;
4. Environment
  - Improve fuel efficiency and other environmental benefits.

More specific aims are to: (but are not limited to)

- Ensure a safe operation by monitoring instances of speeding;
- Improve the security of the vehicle fleet, in particular to assist in recovering stolen vehicles;
- To demonstrate that vehicles are used in accordance with the company Goods Vehicle Operator's Licences;
- To ensure that traffic infringements are correctly assigned;
- To assist in improving route optimisation and adhering to client instructions;
- To provide management information to defend claims for accident damage, such as being able to prove where each of our vehicles was at any given time;
- Assist managers to improve employee driving standards and reduce fuel usage and maintenance costs;
- To reduce carbon emissions by monitoring and improving fuel usage.

### **Data Provision and Handling**

The tracking device management system can provide both real time and historical journey, speed and location information, as well as driver fob identification. All or some of which, can be obtained direct from the tracking devices via a computer system without intervention from the driver. Exception reports will also be available and provided to managers to enable them to monitor certain data sets.

Examples of exception reports available for managers are as follows:

- Instances of harsh braking, acceleration or cornering.
- Instances of excessive engine idling.
- Instances of over-revving.

Authorised managers will be given specific access to the system for operational monitoring and planning purposes, and to manage the aims outlined above. In addition, with justification, authorised managers will be able to interrogate the system to obtain information specific to a vehicle, driver, time and/or location.

Only users authorised by the relevant departmental head, and who have been assigned a personal user name and password may access the vehicle tracking system. Authorised users will be given training on the vehicle tracking system to ensure responsible use of the system and data handling.

All information that is obtained from the vehicle tracking system will be held in a safe and secure manner, which observe the principles of the Data Protection Act 1998, and adhere to the company Data Protection and Data Handling and Security Policies.

To protect the privacy of employees the vehicle tracking system will not be used to continuously watch or systematically monitor the movements of employees/vehicles throughout the day/shift other than in the cases outlined within this policy document. However, any data gathered may be used for a legitimate purpose, e.g. to investigate allegations of misconduct, inappropriate or dangerous driving, breaches of the company Fatigue and Working Hours Management Policy or unauthorised use of the vehicle.

Where there is a suspicion of misconduct the provisions of the company Disciplinary Procedure will apply. In such instances evidence may be gathered from the tracking device as part of a disciplinary investigation and may be used for the purposes of a disciplinary hearing.

**Breach of Policy**

Any employee found to be in breach of this policy, or who tampers with or disengages any vehicle tracking device fitted, may be subject to a disciplinary investigation and action.

This Policy will be reviewed annually.



**Paolo Benedetto**  
Group Managing Director  
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