



Vehicle Telematics Policy

Policy Title

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Purpose

Aims and Objectives

This policy sets out the policy for the use of Vehicle Telematics.

Section 1 – Policy Intentions

- 1.1 This policy is needed following the installation of Vehicle Telematics into fleet vehicles. Vehicle telematics are or may be installed in all fleet vehicles including pool vehicles. The policy therefore applies to all drivers who may use a fleet vehicle. The system requires individual driver identification and collects a range of data from the vehicles it is installed in. The policy therefore also applies to all users of the system.
- 1.2 The overall aim of the policy is to inform all interested parties that vehicle telematics are installed in Gloucestershire Constabulary owned vehicles and to ensure that the expectations for the use of vehicle telematics and the system and data related to vehicle telematics are clear to all users.
- 1.3 The primary reasons for the installation of vehicle telematics are to help us to develop and manage a fleet of vehicles that are safer, greener and more efficient.

Section 2 – Policy wording

2.1 Driver identification and operation of the device.

2.1.1 Driver identification will be carried out with either a fob or their proxy/ warrant card

2.1.2 All drivers must present their identification to the identification reader at the start of each journey. A warning noise may sound to remind drivers to do so and this will cease once identification is presented.

2.1.3 Drivers must not share their identification. The use of another driver's identification may be incorrectly attributed during investigation in the event that a serious incident occurs.

2.1.4 Loss of fobs must be reported to Transport Services as soon as possible.

2.1.5 Transport Services will endeavour to offer a replacement fob. A small number of temporary fobs (or cards) may be issued to locally identified SPOCs to reduce impact on operations.



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2.1.6 Temporary fobs will be issued if required to pool car users and a record of the individual they have been issued to will be retained by Transport Services.

2.1.7 Transport Services will use driver identification data to match drivers to NIPS, replacing the process of manually matching from log books.

2.1.8 Drivers will be identified by their collar/ staff number on the system

2.2 Journey/ Incident Data

2.2.1 Journey data including route, times, speeds and other data relating to the manner in which vehicles are driven will be collected and stored by the system.

2.2.2 As the result of an impact, an alert will be sent to Transport Services. This alert may be used to determine whether the vehicle requires inspection and repair in order to maintain safety.

2.3 Driver Behaviour

2.3.1 Amalgamated, anonymised data will be utilised to inform Transport Services of trends in driving behaviour that could be used to shape communications campaigns.

2.3.2 Transport Services and any other officer/ member of staff with delegated access will not look at individual driver data without a genuine policing purpose: collision investigation; complaint; serious accident/ incident.

2.3.3 Standards of driving behaviour are set out in the Driver Vehicle Policy 3.4 – 2018.

2.3.4 Individuals may request their own driver behaviour data if they so wish.

2.3.5 Drivers must not tamper with or attempt to remove devices

2.4 Storage of Data and Data Requests

2.4.1 Data is stored on the UK Telematics owned server.

2.4.2 Data from UK Telematics could be used as additional information in court proceedings and for disciplinary purposes therefore security and management of the data is important. The head of Transport will control authorisation of access to the system.

2.4.3 Access to view data will be granted to: Inspectors and above; Transport Services staff; collision investigators; Roads Policing; PSD.

2.4.4 Requests for data in the form of reports can be addressed to the head of Transport Services.

2.4.5 The storage, handling and disclosure of data is governed by the;

- Data Protection Policy
- Information Security Policy
- Records Management Policy
- Information Sharing Policy

2.5 Investigation of Criminal Complaint, Public Complaint and Misconduct Allegations

2.5.1 When investigating criminal complaint, public complaint, misconduct allegations or the performance of an individual, data from the system can be supplied to the investigating officer/ member of staff. The head of department from the investigating department can request the data to support any assessment or investigation through Head of Transport.



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2.5.2 A referral can be made by Transport Services to Professional Standards where there is an indication of criminal or road traffic offences but this data is not routinely assessed.

2.6 Reported Collisions

2.6.1 The process of reporting Collisions is set out in the Road Traffic Collisions Reporting Policy (currently under review) and underpinned by Driver Vehicle Policy. Data collected by telematics may be provided to support reported collisions.

2.7 Unreported Collisions

2.7.1 Information that is provided through the telematics can notify Transport Services when a vehicle has had an impact or collision. This information will be monitored by Transport Services and the vehicle may be called in to fleet workshops for investigation and visual health check. Data collected by telematics will be used to ascertain driver information solely for information to be provided by the driver at the time of impact.

Section 3 – Procedural guides

No information to add.

Section 3 - Relevant Legislation: (*Human rights/diversity/Health & Safety/any other specifics*)

No information to add.

Section 4 - Related References:

Road Traffic Collisions Reporting Policy (Currently under review)

Driver Vehicle Policy

[Data Protection Policy](#)

[Information Security Policy](#)

[Records Management Policy](#)

[Information Sharing Policy](#)

Section 5 - Identification, Monitoring and Review

GSC Security Marking:		OFFICIAL/OFFICIAL-SENSITIVE		
Type		Policy		
Department		URN 290	Strategic Board 'signed off'	Author/Reviewer
Transport Services		obtain from G&C team	IGB – <i>include date signed off</i>	Head of Transport Services
Version	Date	History of changes (ensure public copy amended and uploaded to external website)		Complied with Policy Guidance ✓
1.0	1/5/19	Creation of policy to support installation of Gloucestershire Polices first installation of Vehicle telematics		✓
1.1	10/5/19	Rewording of section 2.5 following outcomes		



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