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SAFETY POLICY & PROCEDURE

DOT MFM Vehicle Telematics

SPP# A-9

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SAFETY POLICY & PROCEDURE

1.0 Purpose

The purpose of this safety policy and procedure is to promote safety for public motorists and North Carolina Department of Transportation (NCDOT) employees through the use of telematics data collected for Motor Fleet Management vehicles operated by DOT.

2.0 Scope and Applicability

This safety policy and procedure covers all NCDOT vehicles leased through DOA Motor Fleet Management (MFM).

3.0 Reference

This document is established in accordance with NCDOT Safety Policy and Procedures and DOA Motor Fleet Management Vehicle Guidance.

4.0 Policy

It is the policy of NCDOT to provide a place of employment that is free from recognized hazards that cause or are likely to cause death or serious physical harm to employees or the public.

Therefore, all employees who operate MFM vehicles must be aware of and adhere to this Policy.

5.0 General Responsibilities

It is the responsibility of all Division Engineers, Unit heads, managers and supervisors to ensure implementation of NCDOT's safety policy and procedure on MFM Vehicle Telematics.

Employees shall not tamper with or disable the telematics device installed in any State-owned vehicle.

6.0 Procedure

This section provides applicable definitions, establishes general provisions, and identifies specific responsibilities required by NCDOT's safety policy and procedure on MFM Vehicle Telematics.

6.1 Definitions

DOT Fleet Support Manager

The Maintenance Programs Engineer with DOT State Maintenance Operations serves the role for handling all MFM vehicle requests and issues.

State Owned Vehicle

For the purpose of this policy, State-owned vehicle refers to motor vehicles owned by the North Carolina Department of Administration's (DOA) Motor Fleet Management (MFM) that have a telematics device installed.

Telematics Device

A device installed in a vehicle that allows the sending, receiving, and storing of data related to location, speed, idling time, fuel consumption, and more. This does not include standalone GPS devices.

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Telematics Threshold Violation

Telematics data indicates the MFM vehicle has exceeded the posted speed limit by more than 15 miles per hour or indicated a driving speed in excess of 80 miles per hour.

6.2 Procedures

This section details the provisions of this safety policy and procedure with each provision discussed in a separate subsection. These provisions are:

- Access to MFM Vehicle Telematics
- Use of Vehicle Telematics Data
- Violations of the Policy

6.2.1 Access to MFM Vehicle Telematics

Division Engineers/Managers/Unit Heads should have or request access to MFM Telematics for MFM vehicles assigned to their Division or Unit. If access for another supervisor is desired, send a request to MFM.

6.2.2 Use of Telematics Data

An investigation into employee misuse of State-owned vehicles.

- Location not authorized.
- Excessive speed
- Sudden acceleration/deceleration resulting in a collision.
- Tampering with Telematics on vehicle

6.2.3 Violation of the Policy

All telematics threshold violations shall be reviewed on a case-by-case basis to determine if the violation is valid. The violation shall follow the current NCDOT discipline policy.

6.3 Specific Responsibilities

6.3.1 Managers/Unit Heads

Managers/Unit Heads are responsible for ensuring telematics threshold data is made available to supervisors responsible for MFM vehicles as requested.

6.3.2 Supervisors

Supervisors should receive telematics threshold violation data from their Manager or Unit Head as requested.

Review threshold violation data with employee driving and take necessary action.

6.3.6 Employees

Employees that may operate a MFM vehicle must be aware of this Policy and Procedure and refrain from driving which results in a Telematics Threshold Violation.

6.3.7 Safety and Risk Management

Safety and Risk Management will provide prompt assistance to Managers/Unit Heads, Supervisors, and others as necessary on any matter concerning this safety policy and procedure.