

NCDOT State-Owned Vehicle Telematics Policy Guide (SPP # A 9)

Introduction

The North Carolina Department of Transportation (NCDOT) is committed to maintaining the safety of its employees and the traveling public. As part of this commitment, NCDOT uses telematics technology in state-owned vehicles to monitor and improve driving behavior, promote accountability, and reduce vehicle misuse. This policy ([SPP# A-9](#)) provides clear expectations for the safe and responsible operation of state vehicles and outlines procedures for addressing violations of these expectations. Telematics devices installed in state-owned vehicles collect data related to vehicle location, speed, idling, and other driving behaviors. This information is used to support safety efforts, ensure responsible use of state assets, and promote a culture of accountability.

This policy applies to all state-owned vehicles operated by NCDOT employees, whether leased through the Department of Administration (DOA) Motor Fleet Management (MFM) or owned directly by NCDOT.

Policy Acknowledgement

All employees who operate state-owned vehicles are required to complete the State Owned Vehicle Telematics Policy Acknowledgement Form. The completion of the form is mandatory and failure to complete the acknowledgement may result in disciplinary action. This form has been made available through the LMS system and assigned to all employees by NCDOT Training and Development.

Policy Management Procedures

To ensure consistent application of the Vehicle Telematics Safety Policy across NCDOT, the following procedures shall be followed by management personnel:

- Unit Heads and Division Engineers will receive monthly reports identifying any speed threshold violations committed by employees within their business units.
- Managers are required to investigate each telematics violation thoroughly and maintain documentation of the incident, findings, and any resulting disciplinary actions.
- Records related to telematics violations and disciplinary actions must be maintained in the employee's official personnel file for a minimum of 18 months following the date of the disciplinary action.
- Supervisors must ensure that disciplinary actions are applied uniformly across all employees to maintain fairness and compliance with NCDOT policy.
- Managers and supervisors are responsible for clearly communicating expectations to employees, including the mandatory signing of the Vehicle Telematics Policy Acknowledgement Form.

Policy Violations and Disciplinary Action

Per OSHR guidelines, disciplinary actions are based on:

- **Unsatisfactory Job Performance:** Performance that fails to satisfactorily meet job requirements.
- **Grossly Inefficient Job Performance.** Performance that fails to meet job requirements resulting in death or serious bodily injury, increased chance of death or serious bodily injury, or significant loss of or damage to State property.
- **Unacceptable Personal Conduct:** Behavior that is inappropriate or detrimental to the workplace.

Telematics Violation Tiers and Recommended Actions

Telematics Threshold Violation (THV)

A telematics threshold violation occurs when telematics data indicates the vehicle was driven in excess of the posted speed limit.

1. Minor Violation:

Speeding more than 5 MPH over the posted speed limit but not more than 10 MPH over for a duration of over 30 seconds.

Recommended Action: Verbal counseling documented in the manager's file.

2. Moderate Violation:

Repeated minor violations or speeding more than 10 MPH over the posted speed limit but not more than 15 MPH over for a duration of over 30 seconds.

Recommended Action: Written warning outlining expectations and consequences of further violations.

3. Major Violation:

Repeated minor or moderate violations or speeding more than 15 MPH over the posted speed limit for a duration of over 30 seconds.

Recommended Action: Formal disciplinary action, which may include suspension without pay, demotion, or termination.

Progressive Discipline Approach

- First Offense: Addressed as per the violation tier.
- Second Offense: Escalated disciplinary action, potentially moving to the recommended disciplinary action for the next violation tier above.
- Third Offense: Consideration for termination, especially if prior corrective actions have not resulted in improvement.

Employee Rights

- **Due Process:** Employees have the right to be informed of any proposal for disciplinary action that will affect pay and to respond prior to finalizing the decision to discipline.
- **Appeals:** Employees may appeal disciplinary actions through the established grievance procedures.

Note: This guide is intended to supplement, not replace, existing NCDOT and state disciplinary policies. Managers should consult with Human Resources for complex cases or when considering severe disciplinary actions.

For a comprehensive understanding, managers are encouraged to review the full OSHR Disciplinary Action Policy available at:

<https://oshr.nc.gov/policies/disciplinary-action-policy>