



From mountain to sea

Vehicle Telematics Data Use Guidance

Management principles for the use of data obtained from the vehicle telematics systems.

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1 Introduction

The purpose of this guidance is to make employees aware of the presence of Global Positioning Satellite (GPS) vehicle telematics used in all Aberdeenshire Council vehicles and items of plant and explain the purpose of the devices, the rules on their use and to explain what data the system can provide and how the data gathered may be used by managers, Fleet Management, Audit Services and HR officers.

2 Scope of the Procedures

The guidance is applicable to all Council employees including volunteers, contractors and agency workers who drive a Council vehicle or use an item of plant which has a GPS Telematics system installed and those who are required to monitor Council assets fitted with telematics.

3 Benefits and use of GPS tracked vehicles/plant

Any vehicle or item of plant used for Council business that is fitted with a GPS unit can be tracked.

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GPS units transmit information which is recorded by the system provider. This includes the current (live) and historical location of the asset, journey details including time and speed and driver behaviour.

The use of Telematics is justified through the legitimate interests of the Council which are essential for service operations, examples include but are not limited to;

- Improve driver safety through promoting responsible, safe and efficient driving styles
- Improve vehicle utilisation, fuel management, journey/route planning
- Reduce fleet associated risk e.g. theft, insurance claims and unauthorised use
- Improve operational efficiency
- Support lone worker management
- Monitor PTO connection if relevant

4 Principals of GPS Telematics

Telematics are a way of generating financial savings by cutting fuel costs, reduced maintenance and reducing Fleet numbers so we have the right number of vehicles/plant for our work requirements and also a key tool in helping to reduce CO2 emissions.

The Council is keen to investigate any new opportunities for improving frontline services through the introduction of vehicle Telematics.

- Telematics devices will not be used to live monitor employee working hours or an individual's driving behaviour except where there is suspicion of misconduct or criminal activity. Current vehicle/plant locations will be visible to permitted staff for legitimate operational purposes.
- Employees will assume all Council vehicles including hired gritters and pool cars will be fitted with telematics.
- If requested by an employee, the Council will confirm what data is recorded by the system, how it is stored, who has access to the data and how it will be used.
- Information stored and retained from the telematics system is held in accordance with the Council's Policies and Procedures

5 Data Access

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Access to the Telematics system and data stored within it will be controlled with a hierarchal permissions structure. Information will only be accessed for legitimate interests of the Council or other organisations where the law allows, for example a Court Order. This may include live location data or archived data retrieved via reports.

Live location data will only be available to line managers and their immediate business support team members who legitimately need to have access to live data to undertake their operational and legal duties effectively. Live location data displayed on monitors within operational teams that could be viewed by persons outside that team will display the Vehicle Details, e.g. Vehicle Fleet Number and driver employee number but not the individual driver name.

Archived data may be retrieved by reports generated from the system by the employee's line manager, Audit Services or any person authorised by the respective service.

6 How the information may be used

Service or team based reports will be produced to review service business activities with the intention to seek service or operational improvements and financial savings. These reports should be redacted or anonymised, prior to distribution to those other than the line manager and their next tier of management.

Reports on driver styles are available and can be used to help educated drivers so they become safe, efficient, responsible and conscientious drivers.

An individual employee's GPS data will not be requested or reported on unless the line manager has reasonable cause to suspect misconduct.

An employee may request to see their data in accordance with GDPR legislation. They also have the right to ask for any data errors to be corrected or removed in line with legislation.

Any information obtained from the GPS telematics device or system may be used in any investigation into misconduct and may be submitted as evidence in any subsequent disciplinary hearing.

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Any information obtained from the GPS telematics device or system may be used in any investigation into theft and/or fraud against the Council and may be submitted as evidence.

The GPS data may be disclosed to those who need legitimate access to it as part of a disciplinary or other formal investigation. This would usually include relevant parties who may require sight of the reports/data, including but not limited to;

- Line Manager including the next tier of management
- Head of Service or Chief Officer
- Audit Services
- Investigating Officer
- HR Adviser
- Witness appointed by the Investigating Officer or employee
- Employee's representative, if employee consents to disclosure
- Hearing and/or Appeals Panel
- Appointed note takers

Where there is evidence of criminal activity, data may be provided to the Police or other law enforcement agencies if requested.

7 Private use of Council Vehicles/Plant

With the exception of normal commuting and any prior approved, 'insignificant' journeys, e.g. minor diversions on the way to and from work, private use of Council vehicles and its assets are strictly prohibited. Employees who use Council vehicles for commuting or insignificant journeys, use them under the knowledge that a GPS telematics device is installed.

8 Breaches and non-compliance

Any breach of this guidance may be considered as gross misconduct under Aberdeenshire Council's Disciplinary Policy and Procedure.



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Deliberate damage or tampering with the telematics equipment or settings may result in disciplinary action being taken under Aberdeenshire Council's Disciplinary Policy and Procedure.

9 Driver I.D. Key Tags

Key tags will be issued to every driver for the purpose of identifying who is driving Aberdeenshire Council vehicles at any given time. Each tag is numbered and allocated to a driver and must not be swapped with or loaded to another driver. Drivers will be required to have their tag with them at all times during working hours. Lost or damaged tags must be reported to their line manager and Fleet Services immediately who will issue a replacement tag.

Drivers who deliberately, purposefully or intentionally forget or lose their tag may face disciplinary action under Aberdeenshire Council's Disciplinary Policy and Procedure.