

Ref. No:	IMS-POL-16	VEHICLE TRACKER POLICY	
Rev. Status:	01 JULY 21		

INTRODUCTION

Vehicle tracking devices using GPS (Global Positioning System) are commonplace within transport operations because of the operational efficiencies, safety and security benefits they can offer organisations.

Vehicle tracking devices (GPS) or Vehicle Telematics, as it has now more commonly become known because of the way systems have developed, provide a more sophisticated range of information which offer significant benefits.

Nicol of Skene Ltd has used GPS in vehicles since 2014. The purpose of this policy is to make employees aware of the presence of tracking devices in most vehicle, 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 will be used by managers and board.

HOW DOES GPS VEHICLE TRACKING WORK?

Vehicle tracking systems were originally used for military purposes and rely on satellite technology. Initially the information provided was restricted to location and speed and direction of travel which was transmitted from a tracking device fitted in the vehicle to a computer via the satellite. However, this has now developed over time and far more sophisticated information is now available. In certain applications this records how the vehicle is being used and driven. Such information is picked up from the vehicle's engine management system. This data is formatted and can be stored for potential later use or viewed real time using a computer application. The information is highly accurate.

The overall aims of using GPS are:

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 e.g. start and finish times.
3. Vehicle cost efficiencies – to reduce maintenance costs, reduce the frequency of accidents and other costs e.g. hire costs associated with vehicle downtime.
4. Maintenance compliance and efficiencies – to locate itinerant vehicles so that it can be maintained at the appropriate frequencies and also accurately locate broken down vehicles.
5. Environment – improve fuel efficiency and other environmental benefits.

More specific aims are:

- Ensure a safe operation by monitoring instances of speeding.
- Assist the Company compliance with section 172 of the Road Traffic Act 1988 i.e. the identification of the driver of a particular vehicle, at any time.
- Provide better protection for lone workers.
- Provide accurate locations so that vehicles can be found in the event of a breakdown.

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- Improve the security of the fleet
- Assist in improving route optimisation.
- *Provide the ability to show live information at the quarry on the location of the Company quarry lorry fleet thus being able to respond to queries from customers.*
- Assist managers to improve productivity e.g. identify down time due to waiting time at quarries/on site.
- Assist with better utilisation of the fleet and allow a reduction in the number of owned and hired vehicles.
- Provide management information to defend claims for accident damage e.g. can 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.
- Provide benchmarking data to allow comparison with external organisations.

WHAT DATA CAN BE GATHERED FROM A GPS VEHICLE TRACKING SYSTEM?

The system can provide both real time and historical information which can be obtained direct from the tracking devices via a computer system with little or no intervention from the driver.

Reports will be available and provided to managers/supervisors on a regular basis to enable them to monitor certain data sets. Examples of exception reports available for managers are as follows:

- Instances of speeding.
- Instances of harsh braking, acceleration or cornering.
- Instances of excessive engine idling.
- Instances of over-revving.
- Instances of trackers being damaged or removed.

Please note that the above list is not exhaustive and new and additional reports will be designed and produced for managers/supervisors as the system is further developed. Managers/supervisors can also access ad hoc reports. It will be their responsibility to follow up on any issues identified by the exception reports, for example, through coaching, arranging driver retraining etc.

In addition, with justification authorised staff will be able to interrogate the system to obtain information specific to a vehicle, driver, time and/or location.

Whilst the basic data gathered remains constant across all the vehicles which are fitted some have additional and different features depending on their application. A standard application will give the vehicle's exact location at any given time, its direction and speed of travel and distance travelled between geographical markers.

EMPLOYEE GUIDELINES

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You are required to adhere to the following guidelines when operating Nicol of Skene's vehicles and in particular those fitted with vehicle tracking equipment:

Do

- Be aware that the vehicle tracking device and system is there for your safety and to protect you from prosecution or unwarranted claims.
- Be aware that information gathered by a vehicle tracking system can be used in a court of law should this become necessary.
- Always take the shortest and/or most practical route to your destination.
- Be aware that the system can identify the vehicle's location, direction of travel, speed etc. at any given time whether in real time or historically.
- Shut off the engine when the vehicle is stationary for any length of time. Remember that it is an offence to leave a vehicle unattended whilst idling.
- Always drive smoothly and avoid harsh braking, acceleration and cornering. Do not over rev the engine.
- Always drive within the speed limits.

Do Not

- Allow vehicles to idle for any longer than operationally necessary. The vehicle tracking system will monitor and report on all excessive idling time. Unnecessary idling burns fuel needlessly.
- Brake, corner or accelerate harshly or over rev the vehicle as again the vehicle tracking system will monitor and report on this. Such behaviour is unsafe, causes undue wear and tear to the vehicle and burns excessive fuel.
- Do not under any circumstances tamper with or attempt to deactivate the vehicle tracking device fitted to a vehicle.
- Do not use a Nicol of Skene's vehicle for any other reason other than in the execution of Company business unless specifically authorised for personal use.

PROTOCOL FOR ACCESSING DATA FROM THE VEHICLE TRACKING SYSTEM

Only users authorised by Nicol of Skene, who have been assigned a personal username and password, may access the vehicle tracking system. This password should be treated in the same way as any other IT password and kept secure at all times. Passwords should not be shared with anyone else. Authorised users will be given training on the vehicle tracking system to ensure responsible use of the system.

All information that is obtained from the vehicle tracking system will be held in a safe and secure manner, which observes the principles of GDPR. Routine exception and standard reports from the system will be set up and available for authorised managers/supervisors but all requests to interrogate the vehicle tracking system for information specifically relating to a driver's driving behaviour, e.g. following a complaint from a member of the public, and therefore not contained with the exception or standard reports must be made to and authorised by the Managing Director prior to any interrogation being carried out.

In addition, requests from individual employees to access the data will be considered and may be granted by the Managing Director where such information would assist in any formal investigation.

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Additionally, authorised managers/supervisors will be given specific access to the system for operational monitoring and planning purposes. To protect the privacy of employees the vehicle tracking system will not be used to watch/systematically monitor the movements of employees/vehicles throughout the day other than in the cases specified. However, any data gathered could be used for a legitimate purpose for example to investigate allegations of serious misconduct. Any monitoring must not be intrusive or excessive and must be proportionate to the aim (such as investigating an allegation of inappropriate or dangerous driving). Whilst the vehicle tracking system is a useful management tool, it should not be used to replace normal good management practices. Any manager/supervisor found to be seeking to monitor vehicles/employees and/or seeking to access data from the vehicle tracking system for no legitimate reason will be liable to be investigated and may have disciplinary action taken against them.

BREACH OF VEHICLE TRACKING POLICY

Any employee found to be in breach of this policy may be subject to a disciplinary investigation and action in accordance with Nicol of Skene's' Disciplinary Policy.

Any employee who believes that the vehicle tracking system is being used inappropriately by a manager/supervisor and not for the purposes for which it was introduced, can submit a grievance in line with Nicol of Skene's' Grievance Policy.

POLICY REVIEW

The Vehicle Tracking Policy will be reviewed annually. Should you have any queries or require further clarification regarding any aspects of this policy or related policies please contact, HR on 01224 744473 or stephanie@nicolofskene.com



Peter-Jon Cowe

Chief Operating Officer

Date: 05th January 2026

Date of next review: January 2027