

IN VEHICLE MONITORING POLICY

1.0 WHO DOES THE POLICY APPLY TO?

Team Transport and Logistics aims to provide a safe and healthy working environment in This policy applies to all Workers and management of Team Transport. This policy should be read in conjunction with our Workplace Health and Safety policy, Privacy Policy and Chain of Responsibility Policy.

2.0 MEANINGS OF WORDS USED IN THIS POLICY

The meanings of the terms used in this policy are set out below.

Contractor means a person who carries out work for Team Transport under a contract for services, either as an individual or as an employee of a company or firm, other than Team Transport.

In Vehicle Monitoring System or **IVMS** means the systems fitted to Team Transport vehicles that are designed to monitor driver or vehicle performance, including but not limited to:

- (a) Televio vehicle management technology;
- (b) GPS tracking devices;
- (c) Radop Frequency Identification tags; and
- (d) Dashboard cameras, both forward and rear facing, and digital video recording

Road Use Law means:

- a) the *Heavy Vehicle National Law Act* as enacted in any Australian State;
- b) the *Transport Operations (Road Use Management) Act 1995 (Qld)* and *Transport Operations (Road Use Management—Road Rules) Regulation 2009 (Qld)*;
- c) the *Road Transport Act 2013 (NSW)* and *Road Rules 2014 (NSW)*; and
- d) any equivalent law or regulation in another Australian state.

Team Transport ('us', 'our', 'we') means Team Transport and Logistics (ABN 16 334 296 903).

Worker means an employee, Contractor, volunteer, or agent of Team Transport.

3.0 PURPOSE

3.1 IVMS is operational in all of our heavy vehicles.

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- 3.2 This policy outlines the purpose of in-vehicle monitoring, and details how data collected by the IVMS may be used. It also regulates the management, operation and use of the IVMS by Workers.
- 3.3 The principal purpose of installing IVMS is to ensure safety and compliance under Road Use Law.
- 3.4 Team Transport is committed to being an industry leader in safety and compliance and, as technology evolves, may add to or modify the IVMS we use.

4.0 SYSTEM OVERVIEW

- 4.1 The IMVS comprises:
 - a) Forward and rear facing cameras and digital recording;
 - b) GPS tracking;
 - c) Radio Frequency Identification tags; and
 - d) the Televio Telematics System.
- 4.2 Televio Telematics System analyses and records telemetric and GPS data and notifies Team Transport of results.
- 4.3 The IVMS will:
 - a) facilitate the efficient transport of goods by Team Transport;
 - b) allow us to monitor Worker behaviour and compliance with our policies and legal requirements;
 - c) allow us to view, track and report on vehicle management and movements; and
 - d) allow investigation of accidents and near misses.

5.0 BENEFITS

IVMS delivers a range of benefits across a number of areas, including work health and safety; risk management; customer service; work scheduling and allocation; record keeping; fatigue management; route planning; emergency response; and security and protection from litigation.

6.0 DATA COLLECTION

The IVMS generates daily reports of vehicle usage statistics, and driver behaviour reports. We also receive real time alerts about driver behaviour events.

7.0 DATA USAGE, SECURITY AND ACCESS

- 7.1 The data will only be used by Team Transport for purposes connected with the supply of transport services, or in connection with suspected illegal activity or misuse of our vehicles or resources.

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- 7.2 Data on usage of vehicles will be monitored centrally. The system may be monitored live or accessed intermittently, to check driver behaviour, book and allocate jobs, respond to urgent customer issues, and locate Workers.
- 7.3 The detail and summary reports may be used as part of our performance appraisal process to:
- a) monitor the efficiency of Workers to ensure that both capital and human resources are being used productively; and
 - b) ensure compliance with Road Use Law and Team Transport policies and procedures.
- 7.4 Data collected may also be used by us as part of investigations for disciplinary purposes and as evidence during any disciplinary interviews. If an incident or complaint against a Worker is made by a member of the public, Team Transport may access data and historical reports to investigate claims in the interests of maintaining the integrity of our activities.
- 7.5 We will take all reasonable steps to protect the data we collect and the information we hold from misuse and loss from unauthorised access, modification or disclosure.
- 7.6 Different levels of access will be granted to the IVMS within Team Transport. Steps will be taken to restrict access to the information to only those Workers who require access, and to develop an audit trail to detect any unauthorised access.
- 7.7 In particular circumstances, the IVMS may be monitored by a third party for compliance purposes.

8.0 DISCLOSURE

- 8.1 Subject to clause 0, Team Transport will not use or disclose a Worker's personal information collected via an IVMS for a purpose other than as outlined in this policy.
- 8.2 Team Transport may disclose a Worker's personal information collected via an IVMS if:
- a) the Worker consents;
 - b) the personal information is requested by a member or officer of a law enforcement agency for use in connection with the detection, investigation or prosecution of an offence or suspected offence; or
 - c) the personal information is required for use or disclosure for a purpose that is directly or indirectly related to civil or criminal proceedings.
- 8.3 Data obtained via the IVMS may be administered by a third party (such as the provider of the service) which itself may be required to disclose information to a law enforcement agency.

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9.0 TRAINING

- 9.1 We will provide a copy of this policy to all Workers:
- a) during regular training and too box meetings;
 - b) during induction training; and
 - c) through the company website – www.teamtransport.com.au.
- 9.2 All Workers will be trained in relation to their rights and obligations under this policy.

10.0 DISCIPLINARY ACTION

- 10.1 Team Transport may take disciplinary action against any Worker who breaches this policy.
- 10.2 A Worker commits a serious breach of this policy if they:
- a) obstruct, tamper or attempt to obstruct or tamper with any IVMS;
 - b) fit any device or instrument that interferes with any IVMS; or
 - c) tamper or attempt to tamper with any data or video footage collected via an IVMS.

11.0 RELATED POLICY INSTRUMENTS

Related policies are available on our website at <https://teamtransport.com.au/resources/>.

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