



FLINTSHIRE COUNTY COUNCIL

Vehicle Telematics Service Specific Assessment

THIS IS THE STATEMENT OF THE GENERAL VEHICLE USAGE / OPERATIONS ARRANGEMENTS IN LINE WITH THE VEHICLE TELEMATICS POLICY

Department	Review Period
Manager	Signature

CONTROLS
(HAVE YOU IDENTIFIED THE FOLLOWING WITHIN THE OPERATION)

Risk Assessment	Service Level Agreement	Business Planning
<ul style="list-style-type: none"> - <i>Route Planning</i> - <i>Employee Safety</i> - <i>Communication / contact</i> - <i>Lone Working</i> 	<ul style="list-style-type: none"> - <i>Hours of Operation</i> - <i>Planned or Reactive Service</i> 	<ul style="list-style-type: none"> - <i>Demand Planning</i> - <i>Fit for Use Vehicles</i>
<p>NOTES / ACTIONS</p>		

ACTIONS
(HAVE YOU CARRIED OUT THE FOLLOWING WITHIN THE OPERATION)

Employees	Vehicles	Staff Protection	Journey Planning
<ul style="list-style-type: none"> - <i>Inform – Provide report to teams/individuals</i> - <i>Challenge – Request improvement from teams/individuals</i> - <i>Train – Deliver courses/assessments to deliver individual improvements</i> - <i>Discipline – Consider the nature of areas for concern and if required refer individuals to the relevant Flintshire County Council Disciplinary Policies</i> 	<ul style="list-style-type: none"> - <i>Inform – Provide Users/departments with the reports to analyse vehicle performance</i> - <i>Investigate – Consider vehicle type and use</i> - <i>Repair – where mechanic fault is identified arrange repair</i> - <i>Replace – Inefficient or ineffective vehicles or plant should be replaced for more suitable alternatives</i> 	<ul style="list-style-type: none"> - <i>Assess – Risk Assess the operation</i> - <i>Support – use available facilities and technology to protect employees wherever possible</i> - <i>Protect – have the appropriate response systems in place</i> - <i>Record – Incidents and outcomes should be recorded to inform future decisions and provide evidence when necessary</i> 	<ul style="list-style-type: none"> - <i>Review – Measure current business operations</i> - <i>Evaluate – Consider the effectiveness of these operations</i> - <i>Plan – Reduce inefficiencies by pre-scheduling routes and operations</i> - <i>Implement – ensure these controls and measures are kept to</i>
<p>NOTES / ACTIONS</p>			

MEASURES & OUTPUTS - OPTIONS / REPORTS / PROCESSES
 (LIST OUT THE IDENTIFIED REQUIREMENTS OF YOUR SERVICE)

Telematics	Reports	Processes
<ul style="list-style-type: none"> - Vehicle tracking - Reversing aids - On-board weight load-cells - Location Based Alert devices - Input Devices (Work instruction/completion records) - On-board cameras (manoeuvring assistance/operational observation) - Driver activity monitoring - Fuel Management/Monitoring - Equipment/Engine Monitoring (Gritters/Recycling/CANBUS) - Tachographs (time and duty monitoring) 	<ul style="list-style-type: none"> - Time and location of stops and starts - Length of time at specific locations - Driver identification - Excessive idling - Vehicles leaving authorised areas - Vehicles entering no-go areas - Unauthorised usage and out of hours usage - Driver Behaviour including speeding and violent braking events 	<ul style="list-style-type: none"> - ToolBox Talks - Workforce Bullentins - Admin Processes - Management Process - Scheduled Reports - Regular Reviews
<p>NOTES / ACTIONS</p>		

FEEDBACK
 (NOTE YOUR ANTICIPATED BENEFITS AND REVIEW PROCESS)

Zero to 2 months	2 to 4 months	4-6 months
<ul style="list-style-type: none"> - Understand the different types of feedback and the ways in which you will receive feedback. 	<ul style="list-style-type: none"> - Are you getting the feedback you need? Is feedback timely, specific, and frequent? - Compare actual performance and expected performance. 	<ul style="list-style-type: none"> - Are you giving feedback to others who need it? - Compare actual and expected performance.
<p>NOTES / ACTIONS</p>		