This document is provided as a guide template for the development of an IVMS management plan. Any company wishing to use this document is strongly urged to research their own specific needs and to revise/edit it to meet those specific needs where and as appropriate, including the monitor settings.

1. Purpose

The purpose of this document is to provide guidance on the selection and implementation of a driving monitor system to support the reduction of land transport loss events through the elevation of driver performance. This document is intended to promote a complete process of monitoring, assessing, developing and rewarding the performance of all company drivers to achieve safer driving behaviour.

2. Scope

This procedure applies to all monitored vehicles in the upstream Oil and Gas Industry, their contractors and subcontractors in keeping with expectations as presented in the OGP Land Transport Safety Recommended Practice, report no. 365.

3. References

OGP Land Transport Safety Recommended Practice, report no. 365 (RP) and related documents; related reference materials found on the OGP Land Transport web site – http://info.ogp.org.uk/LandTransport/

4. Definitions

Definitions for company vehicle, contractor vehicle, company driver and other motor vehicle safety related terms are consistent with the RP and associated documents.

DPR – The Driver Performance Report is a summary analysis report from driving monitors that ranks monitored driver behaviour according to a calculated risk profile and places them into a coloured band; red being higher risk and green being lower risk.

RAG or GYR report – The Red-Amber-Green or Green-Yellow-Red report is the same as the DPR.
5. Responsibilities

Line management has the following responsibilities:
- Development and implementation of a management control procedure.
- Assigning suitable personnel to administer the downloading of data and basic reporting.
- Providing regular feedback to drivers and ensuring any corrective action is taken.
- Ensuring that all relevant information is communicated and understood by all employees.

Support functions (e.g. HSE, driving monitor administrators/champions/driver trainers, etc), as available, are responsible for:
- Providing advice to line management in relation to driving monitor implementation and management.
- Managing the database, producing reports and maintaining a good working knowledge of the driving monitor system.
- Assisting line managers with providing feedback to the drivers.

Drivers are responsible for ensuring that their vehicle is equipped with a monitor and it is working appropriately prior to vehicle operation. Any deviations are to be reported to the appropriate supervisor prior to vehicle operation.

6. Implementation And Monitoring

Settings

All specified company, contractor and sub-contractor vehicles are to be equipped with operational driving monitors.

- Minimum features:
  - Measure of acceleration, deceleration, speed.
  - Setting of threshold for acceleration, deceleration, maximum speed, time over maximum speed.
  - Recording of events that exceed set thresholds
  - Tamper detection
  - Driver identification
  - Kilometres/miles driven
  - Driver hours

- Options for greater effectiveness, efficiency and/or personal security
  - Warnings when the driver is on the verge of exceeding the threshold settings.
  - GPS.
  - Remote upload/download – WiFi, DECT, GSM, GPRS, GSM, CDMA, and/or satellite.
  - Satellite/cellular text and/or voice communications
  - Ability to create ‘geo-fences’ or ‘zones’ for multiple geographic specific speed settings.
  - Monitor of seat belt use.
  - Measure of lateral and/or vertical acceleration.

Set the monitors between the following upper and lower level minimum parameters:

<table>
<thead>
<tr>
<th>Driving Monitor Settings</th>
<th>Light Vehicle</th>
<th>Heavy Vehicle</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Metric</td>
<td>Imperial/Standard</td>
</tr>
<tr>
<td>Acceleration threshold</td>
<td>10-12 kph/sec</td>
<td>6-7.5 mph/sec</td>
</tr>
<tr>
<td>Deceleration threshold</td>
<td>10-12 kmh/sec</td>
<td>6-7.5 mph/sec</td>
</tr>
<tr>
<td>Maximum speed</td>
<td>Up to 110 kph</td>
<td>Up to 65 mph</td>
</tr>
</tbody>
</table>

- Monitor acceleration and deceleration thresholds can be set to the higher level initially and then reduced as drivers become familiar with the feel of the system.
- Maximum speed settings should be determined by regional/local road hazard assessment. The speeds provided are recommended as absolute maximums, but may be reduced if local conditions dictate or national road laws specify a lower limit.
**Downloading**

Monitors should be downloaded and reviewed at least once per month. However, the sooner and more frequently feedback is provided, the greater the value of the feedback.

If data transfer is not automated, drivers are responsible to keep line management informed if the vehicle is not available for downloading, and to make arrangements for the vehicle to be downloaded at some other time during the month.

Each office location/facility is to assign a person to manage the monitor downloading and compilation of reports. (e.g. a Driving Monitor Administrator or Champion) This person shall review downloaded results as part of quality control process and to provide comment on performance before passing to line management.

**Feedback**

The Driver Monitor Administrator/Champion (or other qualified person) shall forward the driving monitor data results to the appropriate line manager and post the Driver Performance Report(s) (DPR) on applicable notice boards monthly (if practical and allowable under privacy laws).

Drivers scoring in the Red zone:
- Shall be subject to immediate interview (within 2 days) with their Line Manager and the Driver Monitor Administrator/Champion (or other qualified person) to identify the reasons for their score in the high risk category and to agree on a coaching plan to modify future driving behaviour (a Driving Monitor Results - Review & Development Plan is provided as reference sample). The driver may be restricted from driving duties until a confirmatory assessment or commentary drive is successfully completed with a Driving Assessor.
- If drivers in the Red zone show no immediate improvement, another formal review should be conducted with the participation of the next level of Line Management commensurate with an escalation in an accountability process.

Drivers in the Green zone:
- Drivers who show consistently good performance (in the Green zone) and/or significant continuous improvement should be recognised through an appropriate reward scheme.

Based on the driver’s historical data and response to coaching recorded on the review and development plan, Line Management may consider disciplinary action in accordance with existing local HR procedures.

**Data Records**

The assigned Driver Monitor Champion is the custodian of all records and documentation as part of the monitoring process.

Driving data is to be regularly backed up (minimum monthly) and archived in an appropriate and secure data storage environment.

**Damage and Malfunction**

It is the driver’s responsibility to report any driving monitor damage or malfunctions immediately. Any attempts by drivers to tamper with the driving monitors, hide malfunctions or to interfere with their operation in any way will be subject to disciplinary action.
# Driving Monitor Results - Review & Development Plan

<table>
<thead>
<tr>
<th>Distance Driven</th>
<th>Acceleration Counts</th>
<th># of Accel's per 100Km</th>
<th>Deceleration Counts</th>
<th># of Decel's per 100Km</th>
<th>Highest Speed</th>
<th>Total Time Over Speed In Minutes</th>
<th>Total Score</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

## Analysis and Discussion:

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- ...

## Improvement Recommendations:

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- ...
- ...

## Management Review & Action Taken:

- ...
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- ...
- ...

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Reviewer’s Name & Signature:  
Driver’s Name & Signature:  
Manager’s Name & Signature:
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