

Dangerous Driving Video Evidence Checklist

Identification · Reporting · Response Process

1. Capturing Adequate Evidence

- ☐ Forward-facing camera covers the full road scene with adequate resolution
- ☐ Driver-facing camera (AI detection) operational — fatigue, phone, inattention alerts active
- ☐ GPS speed data embedded in all footage — clock synchronised and accurate
- ☐ Nearside camera covers the blind spot zone beside the vehicle
- ☐ MOIS sensor alerts cross-referenced with footage at junctions
- ☐ Camera lens clean and unobstructed — confirmed in daily walkaround check

2. Third-Party Dangerous Driving — NDSP Submission

- ☐ Original unedited footage extracted and preserved in original format
- ☐ Date/time stamp accuracy confirmed — any discrepancy noted for statement
- ☐ Registration number of offending vehicle confirmed from footage or scene record
- ☐ NDSP submission completed at gov.uk NDSP portal — relevant police force selected
- ☐ Driver witness statement completed online at time of submission
- ☐ Footage preserved in original format post-submission — may be required in court
- ☐ Submission made within 6 months of incident date (prosecution window)

3. Own-Driver Dangerous Driving — Response Process

- ☐ Footage reviewed immediately — risk assessment: is driver still on the road?
- ☐ Driver stood down if footage shows ongoing dangerous behaviour
- ☐ Formal investigation initiated — driver informed of allegation
- ☐ Driver shown footage during investigation and given opportunity to respond
- ☐ Investigation documented: date, footage reviewed, driver response, outcome
- ☐ Transport manager notified — O-licence continuous responsibility requirement
- ☐ Outcome recorded: coaching / formal warning / dismissal — with evidence attached

4. Pattern Recognition

- ☐ Monthly event review: mobile phone flags, tailgating events, proximity sensor triggers
- ☐ High-frequency driver identified: events above 2x fleet average flagged for review
- ☐ Route patterns checked: repeated events on same road → route risk assessment
- ☐ Systemic training gap identified where 3+ drivers share the same event type
- ☐ Group training triggered for systemic gaps — documented with attendance record
- ☐ DVSA reporting considered for persistent dangerous driving by other operators' HGV drivers

5. Footage Retention for Legal Proceedings

- ☐ Insurance claim footage: retained up to 6 years from incident date
- ☐ Personal injury related footage: retained minimum 3 years
- ☐ NDSP submission footage: retained until case fully concluded including appeals
- ☐ Police preservation request received: footage NOT deleted — legal hold triggered
- ☐ Employment proceedings footage: retained minimum 3 months from disciplinary act
- ☐ Deletion log maintained when footage is removed at end of retention period