

Before Go-Live — System Checks

- ☐ Every MDVR has an active SIM with data allowance sufficient for live streaming
- ☐ MDVR firmware is current and compatible with the platform version in use
- ☐ Live view tested from both desktop and mobile before notifying drivers
- ☐ Network requirements (ports, streaming endpoints) documented with IT team

Before Go-Live — Policy and Legal

- ☐ Written vehicle and data use policy in place, signed by all drivers
- ☐ Policy names legitimate purposes for live view access (incident verification, coaching, complaints)
- ☐ Data retention periods documented and GDPR-compliant
- ☐ Live view access is role-limited — not every manager has access
- ☐ Drivers briefed in writing that cameras are active (UK employment law requirement)

Alert Configuration

- ☐ Start with 3–4 alert types only (harsh braking, speeding, mobile phone detection recommended)
- ☐ Minimum event count threshold set before an alert fires (single events excluded)
- ☐ Maximum daily alert cap per driver configured
- ☐ Impact/collision alerts separated from lower-urgency behavioural alerts
- ☐ Alert thresholds reviewed and adjusted after first 30 days

When to Use Live View (Legitimate Triggers)

- ☐ An alert has fired and you need to verify whether it is a genuine concern
- ☐ A complaint has been received about a specific vehicle
- ☐ A driver with flagged history — checking whether coaching has had effect
- ☐ Severe weather affecting a route — confirming vehicle and driver status

Driver Communication

- ☐ Pre-go-live briefing held: what is captured, who can access, how data is used
- ☐ Written notification issued at go-live confirming system is active
- ☐ Q&A; session held in first month to address driver questions
- ☐ Fleet-wide performance improvements shared with drivers (not just incidents)
- ☐ Score improvements recognised and acknowledged individually

Weekly and Monthly Review Routine

- ☐ Driver scorecard reviewed weekly — drivers >2x fleet average prioritised for coaching
- ☐ Unreviewed alerts from past 7 days cleared or acted on
- ☐ Live view spot-tested on 3–5 random vehicles each week
- ☐ Monthly: fleet-wide safety score trend reviewed vs. previous 3 months
- ☐ Monthly: MDVR firmware version audited across fleet
- ☐ Monthly: SIM data usage checked across all vehicles
- ☐ Monthly: alert configuration reviewed — high volume + low action rate = adjust thresholds