

1. System Configuration

- ☐ Set alert thresholds for harsh braking (recommended: 0.4g), harsh acceleration, speeding
- ☐ Configure speeding threshold (typically: 5 mph over posted limit)
- ☐ Enable driver-facing camera if fitted; confirm footage transmission is active
- ☐ Verify GPS and telemetry data is correlating with camera events
- ☐ Test live view access from management portal and mobile app
- ☐ Set footage retention period to match your data policy (minimum 30 days recommended)

2. Driver Communication

- ☐ Issue updated vehicle use policy confirming cameras are fitted and what is recorded
Required under UK GDPR / ICO guidance
- ☐ Hold a team briefing explaining what triggers alerts and how data is used
- ☐ Confirm drivers understand footage is used for coaching, not surveillance
- ☐ Obtain written acknowledgement from each driver (add to employment file)
- ☐ Explain how performance data helps them: insurance protection, incident defence
- ☐ Set up driver access to their own performance scores where the platform allows

3. Key Behaviours to Monitor First

- ☐ Speeding — flag events above 5 mph over limit; review frequency not just single events
- ☐ Harsh braking — high frequency signals following-too-close pattern, not just emergency stops
- ☐ Harsh acceleration — urban driving indicator; linked to fuel consumption and aggressive style
- ☐ Sharp cornering — critical for HGVs and LGVs; stability risk at load
- ☐ Mobile phone use — flag via driver-facing AI detection; immediate coaching conversation required
- ☐ Idling time — fuel cost and environmental compliance indicator

4. Ongoing Review Process

- ☐ Review fleet-wide alert summary weekly (not daily — avoid alert fatigue)
- ☐ Identify top 3 outlier drivers by harsh event rate per 100km
- ☐ Conduct coaching conversation within 5 working days of alert event
- ☐ Record coaching conversation outcome in driver file
- ☐ Review driver safety scores monthly — look for trend improvement, not single-event snapshots
- ☐ Share anonymised fleet benchmarks with all drivers quarterly
- ☐ Escalate to formal process only after documented coaching with no improvement

5. Insurance and Compliance Readiness

- ☐ Confirm insurer is aware of fleet camera and telematics system (may affect premium)
- ☐ Maintain coaching records as evidence of active performance management programme
- ☐ Export evidence pack immediately after any incident (footage + GPS + telemetry)
- ☐ Confirm footage retention policy covers minimum claims resolution window
- ☐ Review driver safety scores at renewal — document improvement trajectory for broker

