

ORGANIZATION NAME

Dash Cam Policy Example

GPS Insight Dash Cam Policy (Example)

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1. POLICY STATEMENT

This policy sets out the position of [ORGANIZATION NAME] on the use of on-board incident capture devices (Dash Cams) in vehicles and its effect on employees.

2. PURPOSE AND SCOPE

The primary uses of Dash Cams are to assist in the Protection and Safety of Persons and Property, Prevention or Detection of Criminal Offenses, Defense of Legal Claims, and most importantly, Driver Training. It is not [ORGANIZATION NAME]'s intended purpose to use Dash Cams for monitoring the work of employees or finding out whether they are complying with the organization's policies and procedures.

3. PRINCIPLES

The following principles apply:

- a. Dash Cams will be installed when appropriate in company vehicles, (i.e., pickups, trucks & tractors).
- b. All drivers are aware if there is a Dash Cam in their vehicle and have been provided with the manufacturer's overview sheet and an explanation of how the camera works. An acknowledgment sheet will be provided, which drivers are requested to sign. This exercise for new employees joining the driving team is carried out as part of their orientation.
- c. No images and information will be stored except where a relevant incident(event) has occurred. Dash Cams upload up to 1 minute of the incident(event) to Driveri. Incidents or events that are uploaded are actively reviewable in Driveri for 90 days. It is possible to request and review back to 50 hours of video stored on the camera if deemed necessary to determine fault in the case of a complaint, citation or incident that did not get saved as an Event.
- d. Access to retained images and information will be restricted, with clearly defined rules to Designated Responsible Persons (DRPs) who can gain access.

- e. here an incident is captured that reveals inappropriate conduct that cannot in good conscience be ignored, [ORGANIZATION NAME] reserves the right to process in the business interests. This may include grievance, or disciplinary proceedings, defense or litigation of a legal claim, and/or driver training. When relevant to do so, Dash Cam footage may be retained and used for future Health and Safety training, including the improvement in Safety Quality and Training of drivers. We shall seek the employee's consent if we wish to use it for this purpose.
- f. Recorded images and information will be subject to appropriate security measures to safeguard against unauthorized access and use.

4. DASH CAM RECORDINGS

Access is approved on an incident-by-incident basis. Once access is approved by the Designated Responsible Person, recorded footage can be reviewed (not deleted or amended) by:

1. Safety Compliance Manager
2. Directors
3. Management
4. Driver Trainers
5. Statutory bodies such as police, HSE, etc.

Any other person with an interest must obtain authority from the Safety Compliance Manager to view recorded footage, providing reasons and justification. Any person whose images are recorded has a right to view those images, and to be provided with a copy of those images, within one month of making a written Subject Access Request. Availability of images will be subject to the retention period. Employees making such a request should do so in writing, providing the relevant time and date of the image, so that they may be easily identifiable. The request should be made to [DESIGNATED PERSON'S NAME/EMAIL ADDRESS].

5. EMPLOYEES

As stated, the primary uses of Dash Cams are to assist in the Protection and Safety of Persons and Property, Prevention or Detection of Criminal Offenses, Defense of Legal Claims and Driver Training. However, when Dash Cams are deployed, they are likely to capture pictures of employees and workers.

In accordance with Principle 3(e) above, Dash Cam evidence may be used as part of an employee investigation where, in the reasonable belief of management, there may have been misconduct, or a breach of Health and Safety. In such cases the footage must be requested by the Human Resources Manager.

Where footage is used in disciplinary proceedings, it will be retained for a further period of up to five years. The employee will be permitted to see and respond to the images, in addition to the employee's right to request a copy, which will be provided within one month of the request date.

Under appropriate circumstances, the footage may be provided to police (or other Competent Authority) with the intention to prosecute for criminal offenses. In defense of legal claims, or in pursuance of civil recovery, footage may also be provided to our legal representatives with the intention of providing evidence before the courts.

6. NON-EMPLOYEES

Where an incident involves a third party, the relevant insurers will be informed of the details. Although the third party may be made aware that there is recorded evidence in the form of Dash Cam footage, a copy of the recorded material can only be obtained if requested by the subject themselves. Third Parties should also be aware that under appropriate circumstances the footage may be provided to the police (or other Competent Authority) with the intention to prosecute for criminal offenses. In defense of legal claims, or in pursuance of civil recovery, footage may also be provided to our legal representatives with the intention of providing evidence before the courts.

7. COMPLAINTS

Complaints about the operation of the Dash Cam system should be addressed initially to [DESIGNATED PERSON'S NAME/EMAIL ADDRESS].

8. MONITORING AND REVIEW

This policy will be regularly reviewed, or sooner if there is a policy need or legislative change. This policy does form part of an employee's terms and conditions of employment and may be subject to change at the discretion of [ORGANIZATION NAME].

9. DISCIPLINARY ACTION

Disciplinary action, up to and including termination of employment, will be taken against any employee who is involved in any of the following actions:

1. Destroying, dismantling, or unplugging the camera (device).
2. Deliberately blocking the view of the camera inside the cab or outside the cab of the vehicle. This will include interference by clothing items, tape, sun visor, etc.
3. Exhibiting unsafe behavior that endangers the lives of other workers and the traveling public.

10. ACKNOWLEDGEMENT

Signature: _____ Date: _____

Name: _____

Title: _____

Department: _____