

SSGB 3.33.11 GROUNDBIRCH IN VEHICLE MONITORING PROGRAM

Purpose	This program is designed a site-specific practice to ensure a consistent approach is utilized for data measurement, monitoring and program administration in support of the Road Transport initiative.
Requirements	All Shell vehicles and long term rentals will have In Vehicle Monitoring System (IVMS) installed.
Roles and Responsibilities	<p>The following are the roles and responsibilities as part of the IVMS program.</p> <p>Drivers</p> <ul style="list-style-type: none">• Ensure IVMS is in place and working prior to each journey. IVMS is not to be disabled or removed except for downloading. If this occurs, their Supervisor must be informed immediately• For shared vehicles, ensure driver specific key fobs are utilized• Comply with all requirements for downloading IVMS data (if applicable)• Review data periodically to look for trends and performance improvement opportunities <p>IVMS Data Operator</p> <ul style="list-style-type: none">• Ensure real time reports for identified alarms is provided• Provide reports to Supervisors• Maintain data integrity and history• Provide regular reports to drivers / vehicle custodians / supervisors as required <p>IVMS Custodian</p> <ul style="list-style-type: none">• Coordinate the selection and implementation of suitable IVMS for the location(s)• Coordinate the supply and replacement of IVMS hardware and software with SCM <p>Supervisors</p> <ul style="list-style-type: none">• Review trends and driver reports• Provide feedback, coaching and recognition each month to individual drivers or vehicle custodians, to reinforce positive behaviour and provide expectation setting on improvement opportunities• Secure and use data in all vehicle incident investigations• Use data to identify continuous improvement opportunities or to re-set IVMS parameters
IVMS Tracking	<p>The data points recorded for the IVMS are:</p> <ul style="list-style-type: none">• Speed• Braking• Acceleration/ Deceleration• Seatbelts• Idling <p>The designated alarms are:</p> <ul style="list-style-type: none">• Acceleration Alarm• Deceleration Alarm• Max Speed Alarm

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Program Monitoring

A vehicle report will be reviewed on a minimum monthly basis. On a monthly basis drivers will receive feedback from their supervisor on their driving habits.

Drivers demonstrating positive performance (100% in three of the categories) will be recognized for safe driving.

Supervisors will meet with drivers scoring less than 90% to review the IVMS report and driving habits.

Drivers consistently showing poor driving habits will fall into consequence management process and progressive discipline may apply.

Feedback

Feedback will be used as an opportunity to coach and increase positive driving habits.
