

Vehicle Telematics

Information for Drivers and Vehicle Users



1. Background

As part of the refresh of the University's vehicle fleet to modern, fit for purpose vehicles, the University has determined that all fleet and long-term lease vehicles will be fitted with telematics technology.

This technology will include the ability for the University to track the location of a vehicle via GPS and to report on vehicle condition and operation.

2. What vehicles will have a Telematics installed?

Telematics devices will be installed in:

- all motor vehicles owned or leased by the University of Tasmania, and
- any road-using plant or equipment such as tractors, forklifts, trailers etc.

3. What sort of data does the Telematics device record?

Telematics data provides the University with real-time information on the operation of University vehicles including:

- utilisation
- location
- travelling time and distances
- speed
- travel route
- engine management data, and
- scheduled maintenance and ad hoc servicing requirements.

4. How will the University use Telematics data?

The University intends to use telematics principally to ensure the safety and security of University vehicle users. The data obtained via the telematics system will be used primarily to:

- ensure the provision of prompt assistance to vehicle users in the event of accident or emergency,
- continue optimisation of vehicle fleet and hire arrangements in alignment with operational need, and
- promote the sustainable use of vehicles and associated resources.

Secondary uses will include:

- ensuring that vehicles are functioning safely and efficiently,
- informing effective fleet management and continued improvement of services,
- protecting University vehicle assets, and
- confirming compliance of vehicle operation with relevant legislation and University policies, procedures and minimum standards.

5. How will drivers/vehicle users know if a vehicle has Telematics installed?

For the information of drivers and vehicle users, all vehicles with telematics capability will be clearly marked with a sticker stating that telematics are installed.

Operation of a University vehicle will constitute acknowledgement that the vehicle may be monitored by the University, and by third parties involved in the management of the vehicle.

6. Who is responsible for overseeing the management of Telematics?

Management of Telematics Data is a joint responsibility between:

- Vehicle Fleet Services, located within Infrastructure Services and Development,
- Organisational Unit Fleet Managers, and
- Heads of Organisational Units.

ISD is responsible for:

- implementing and overseeing the roll-out of Telematics across the University's fleet operations,
- managing vehicle telematics system access and training,
- overseeing compliant use of the vehicle telematics system,
- interrogating system data to inform whole-of-vehicle fleet management activities,
- providing regular vehicle operation reports to heads of organisational units and members of the University's Executive Team,
- referring non-compliant vehicle operation to the relevant head of organisational unit as necessary.

Organisational Unit vehicle fleet managers are responsible for:

- ensuring that vehicle users are aware that vehicle telematics are installed in University vehicles and providing information to vehicle users on vehicle telematics,
- ensuring that vehicle telematics system security is always maintained and that only authorised officers access vehicle operation data,
- interrogating vehicle operation data to inform organisational unit vehicle fleet activities,
- following up on any health and safety issues identified through vehicle operation data (e.g. excessive distances being travelled), and
- referring non-compliant vehicle operation to the head of organisational unit as necessary

Heads of Organisational Units are responsible for:

- receiving and reviewing vehicle operation reports for their organisational unit, and
- investigating instances of non-compliant vehicle operation.

7. Data Protection

Only authorised employees of the University directly engaged in vehicle fleet management will be permitted to access vehicle telematics data. Such access will be limited to authorised individuals by means of a system-specific password.

Employees of Vehicle Fleet Services in ISD engaged in vehicle fleet management will have access to full fleet data, while Organisational Unit fleet managers will have access to data relating only to those vehicles for which they are directly responsible.

UTAS Security will have viewing access across full fleet data to enable identification of vehicles for security and safety purposes. For example, if a vehicle is suspected to be stolen or is missing and there is concern for the safety of the driver and passengers, security staff may interrogate the telematics system for the purpose of identifying the location of the vehicle.

The University acknowledges that vehicle telematics has the potential to capture information on non-compliant or illegal vehicle operation. Where such behaviour is identified, it will be investigated and addressed, consistent with the provisions of the *University Safe Driving of Vehicles Minimum Standard*, paragraph 4.9 and the counselling and/or disciplinary measures stipulated in the current University Staff Agreement.

8. Questions and Further Information

Drivers or vehicle users with questions about the University's use of Vehicle Telematics should direct enquiries to the fleet contact within their Organisational Unit or by emailing Vehicle.Fleet@utas.edu.au.

Further information about the University's Vehicle Fleet operations, including a listing of organisational unit fleet contacts, can be found on the University Lease Vehicles website at <https://www.utas.edu.au/campus-services/university-lease-vehicles>.