Date: 13 April 2015

To: All Chieftain Contract Services LLC Employees

From: Scott Wiegers, Director of Safety, Chieftain Contract Services LLC

Re: DriveCam On-Board Recording Device Program Policy

What is the DriveCam Program?

The DriveCam Program is a Driver Safety Management program that dramatically reduces potentially unsafe driving behavior and vehicle collisions. The program consists of a palm-sized digital event recorder mounted in the vehicle, a wireless upload system to direct data to Lytx, analysis of the driving events and driver coaching by our organization’s supervisors. When triggered, the system is designed to capture audio and video inside and outside the vehicle.

How does the Event Recorder Work?

The event recorder is an exception-based recording system; it only saves an event when the vehicle experiences unusual forces such as hard braking, swerving, excessive speed, a collision or other potentially unsafe actions that could lead to a collision. Once triggered, a 12-second video is saved consisting of 8 seconds before the force was experienced and 4 seconds afterward. A light on the unit will blink when it has been activated to save an event. A solid red light will then appear indicating the video clip has been saved on the device. Many drivers may go several days before triggering an event.

Events stored on the event recorder are uploaded nightly to the DriveCam Program database where they are then reviewed by Driving Risk Analysts. A follow up coaching session with the vehicle operator will be scheduled when a video contains driving behavior that is concerning, against policy, or represents exceptional driving behavior. During the coaching session, employees are provided an opportunity to view and comment on the video.

Positive encouragement is provided when good driving behaviors are observed. Equally true, when potentially unsafe behaviors are observed, employees are provided with constructive feedback, delivered in a manner intended to reduce further potentially unsafe behavior and improve driving skills.
There are also two blue buttons on the event recorder for the vehicle operator to activate recording manually. Other DriveCam Program clients report this has been used by drivers to record issues such as: traffic problems causing service delays; a locked gate that prevents access to a property; and security concerns. The manual button should only be used when necessary. Manual events are not systematically reviewed so notify your supervisor if there is a manual event that needs to be viewed.

Key Points Regarding the DriveCam Event Recorder

- The event recorder only activates when the vehicle experiences unusual forces such as hard braking, swerving, excessive speed, a collision or other potentially unsafe actions that could lead to a collision. Someone who uses proper safe driving skills and drives smoothly will rarely have a recorded event.
- An LED light on the event recorder will blink red/green when it has been triggered.
- The video will show what happened in a traffic collision. This will protect you and the organization from false statements and fraudulent claims.
- The technology captures the 8 seconds before and the 4 seconds after activation.
- Managers **CANNOT** activate remotely or monitor your activity live through the device.
- The driver **CAN** activate the event recorder manually.
- A solid red light will appear after an event has been saved on the device.
- Your manager will review any significant DriveCam events with you.
- The Program is focused on coaching and driver improvement.
- The video data is in a secure environment. Only those with the appropriate permissions will have access to the data.

Tampering with the DriveCam Event Recorder

Drivers **SHALL NOT** block the view of the DriveCam Event Recorder for any reason. Any driver found Tampering / Damaging with the DriveCam Event Recorder will be subject to disciplinary action, up to and including termination of employment or termination of agency with the company.