

**Administration Division  
Financial Services Division as MFM Liaison  
Human Resources Division  
Internal Auditor  
Legal Affairs Division**

**Exceeding Posted Speed Policy**

**Monthly Review of Motor Fleet Management Speed Limit  
Violations  
and Disciplinary Procedures**

Prepared by:

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Approved by:



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**This SOP applies the following Divisions/Personnel**

**Administration Division  
Legal Affairs Division  
Human Resources Division  
Internal Auditor  
Financial Services Division - MFM Liaison**

Adoption Date: 3-13-2023

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## **Purpose**

The NC Department of Labor (NCDOL) employs a large number of personnel who drive NC Department of Administration Motor Fleet Management (MFM) vehicles for agency business.

MFM established minimum expectations and benchmarks for productivity, profitability, and safety. Pursuant to those standards, MFM will provide regular audits alerting each agency to various concerns, including vehicles not meeting the minimum mileage expectations. In addition, MFM requires individual agencies to address employees' driving behavior to include exceeding posted speeds when driving a MFM vehicle. MFM installed tracking devices on all vehicles it owns. The tracking devices are referred to as "Geotabs" and the information is maintained in the MFM "telematics program."

MFM has notified all agencies that administering the telematics program will be an ongoing partnership between MFM and the agencies. The MFM focus will be on the vehicle itself to include improving vehicle productivity, profitability, and safety. Driving behavior is an additional concern, but MFM has notified all agencies that it is the responsibility of the individual agencies to stress the importance of safe driving behaviors to their employees.

Pursuant to the requirements established by MFM, NCDOL is required to perform monthly agency wide reviews of MFM vehicles' telematics systems to determine if employees are exceeding posted speed limits.

The purpose of this document is to set out the procedures for performing the monthly agency wide audits of telematics information; information provided by MFM on the accuracy of the telematics information; and the type of disciplinary procedures that will be implemented for NCDOL employees who are found to be exceeding posted speed limits.

NCDOL has the authority and responsibility to filter all sensitive information found in the telematics system.

NCDOL is aware that MFM vehicles, which are assigned to individual employees, may be swapped/traded to other NCDOL employees. In addition, some MFM vehicles are "fleet assigned," meaning a bureau or office location may have several vehicles assigned to administrative staff who is then responsible for signing out a vehicle to a specific employee for a short period of time.

## **Scope**

1. This procedure applies to all MFM vehicles assigned to NCDOL.
2. The primary purpose of performing a monthly agency wide speed check is to comply with MFM requirements.
3. All Bureaus/Divisions to which a MFM vehicle is assigned are included in the monthly agency wide checks.

## **Personnel Responsibilities**

1. The Chief of Staff is responsible for the overall implementation and oversight of these procedures.

2. The Internal Auditor shall perform monthly agency wide reviews of the telematics program to determine which MFM vehicles may have traveled at speeds in excess of posted speed limits and shall create reports reflecting this information.
3. The Director of the Human Resources Division (HR) will participate in any disciplinary decisions related to employees who may repeatedly drive in excess of posted speed limits.
4. The General Counsel is responsible for drafting and revising the policy and working with HR regarding disciplinary measures.
5. The Legal Affairs Division (LAD) staff maintains a comprehensive Motor Vehicle Use Authorization Excel database and individual DMV files for each employee. LAD will maintain documentation of employees who have been disciplined for repeatedly driving in excess of posted speed limits.
6. The Chief Financial Officer, as the MFM liaison, will be apprised of any revocation of driving privileges of any employee who may be disciplined for traveling at speeds in excess of the posted speed limit.
7. All parties are responsible for communicating concerns or issues regarding violations of the policy, disciplinary concerns, and efforts to educate employees about safe driving habits.

### **Telematic System Information**

MFM has provided the following information to NCDOL regarding the Telematics System:

1. MFM collects speed readings from all Geotab or telematic devices. The data collected is noted to be "extremely accurate," and is provided on a second-by-second basis. The device validates against the 3 points before and the 2 points after to ensure accuracy and will discard an invalid point. There is no known "margin of error" for the information that the devices collect.
2. The devices are calibrated based on the type of vehicle on which they are installed. The device/system decodes the VIN and calibrates G-Force to the class of vehicle to recommended standards. Further controls of G-Force may be noted in the device/rule settings.
3. The telematics devices independently record and transmit vehicle data, including GPS, but is not reliant on the portal for GPS; the AT&T Fleet Management/Geotab portal receives the GPS and other data to process.
4. Losing the GPS signal may affect the accuracy of the readings. The devices are "smart enough" to report that it is not receiving data and report last known validated GPS. If the device is parked in a parking garage through which it cannot receive data, it will once again pick up and record GPS data once it exits the garage.
5. The GPS data is not collected in the same manner as the vehicle diagnostic data. While the GPS location of the vehicle requires a radio frequency to determine the vehicle's location. The "Geotab" device is constantly tracking the vehicle diagnostic data from the vehicle itself. Any loss in vehicle location due to interference with GPS will not impact the ability of the "Geotab" device to record diagnostic data, i.e., engine shut off/turn on, acceleration, speed, etc.
6. The software for the device is continually updated to the most current and approved firmware versions over the airwaves.

## **Steps in Running a Monthly Telematics Speed Review**

The following procedures must be conducted when running a telematic review:

1. The Internal Auditor will run a report on a monthly basis of all MFM vehicles assigned to NCDOL. The report will contain a list of the maximum speeds of MFM vehicles running from the highest to the lowest; the lowest being five (5) miles over the posted speed limit. The Internal Auditor will confirm the speed limit of the road on which the noted vehicle was traveling to determine how many miles over the posted speed limit that the vehicle was traveling.
2. The report shall be run on a given day sometime between the 1st day and the 15th day of each month.
3. The Internal Auditor will confirm with each Bureau, the employee who is assigned the specific MFM vehicle that may be found to have exceeded the posted speed limit and will confirm with administrative personnel the employee to whom any fleet vehicle was checked out at the time the vehicle was found to be driven at speeds exceeding the posted speed limit.
4. The Internal Auditor will provide this report to the Chief of Staff and HR Director.
5. The Chief of Staff will contact the Supervisor of the employee who is assigned the vehicle or was listed as having driven the vehicle at the time it was found to be driving at speeds in excess of the posted speed limit.
6. The Chief of Staff will periodically contact administrative personnel who maintain fleet vehicles and will stress to the administrative personnel the importance of maintaining accurate travel logs with driver information.

## **Disciplinary Measure for Exceeding Posted Speed Limits**

1. Any NCDOL employee who is found to have violated the posted speed limit <sup>1</sup>excessively will initially be given a verbal notice of the violation by their supervisor, and will be provided an email from the supervisor documenting the following:
  - The posted speed limit.
  - The speed at which the driver was travelling according to the telematics program.
  - The length of time the driver was travelling in excess of the posted speed.
  - The date the supervisor spoke with the employee.
  - The email shall be written and sent by the supervisor within two (2) business days of being apprised of this information by the Chief of Staff.
  - The Chief of Staff, the Human Resources Director, Deputy Commissioner, and the Bureau Chief shall be copied on the email.
  - The Human Resources Division will maintain copies of all disciplinary actions.
2. Any NCDOL employee who is found to have violated the posted speed limit excessively a second (2nd) time in a consecutive twelve-month period will lose the privilege of driving a MFM vehicle for one (1) month.
  - Documentation of the loss of the employee's MFM privilege will be provided to Financial Services, Human Resources, and Legal Affairs.

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<sup>1</sup> Excessive speed will generally be in excess of 10 miles over the posted speed limited for a greater period of time than is required to pass a traveling vehicle or to merge onto a highway.

- The employee will be reimbursed for the use of their personal vehicle at the current MFM rate as noted to all NCDOL personnel by FSD.
3. Any NCDOL employee who is found to have violated the posted speed limit excessively a third (3rd) time in a consecutive twelve-month period will lose the privilege of driving a MFM vehicle for one (1) year.
- Documentation of the loss of the employee's MFM privilege will be provided to Financial Services, Human Resources, and Legal Affairs.
  - The employee will be reimbursed for the use of their personal vehicle at the current MFM rate as noted to all NCDOL personnel by Financial Services.

### **Data and Record Management**

All documents referenced in this procedure shall be maintained in accordance with the Functional Schedule for North Carolina State Agencies as adopted by State Archives, a Division of the North Carolina Department of Natural and Cultural Resources.