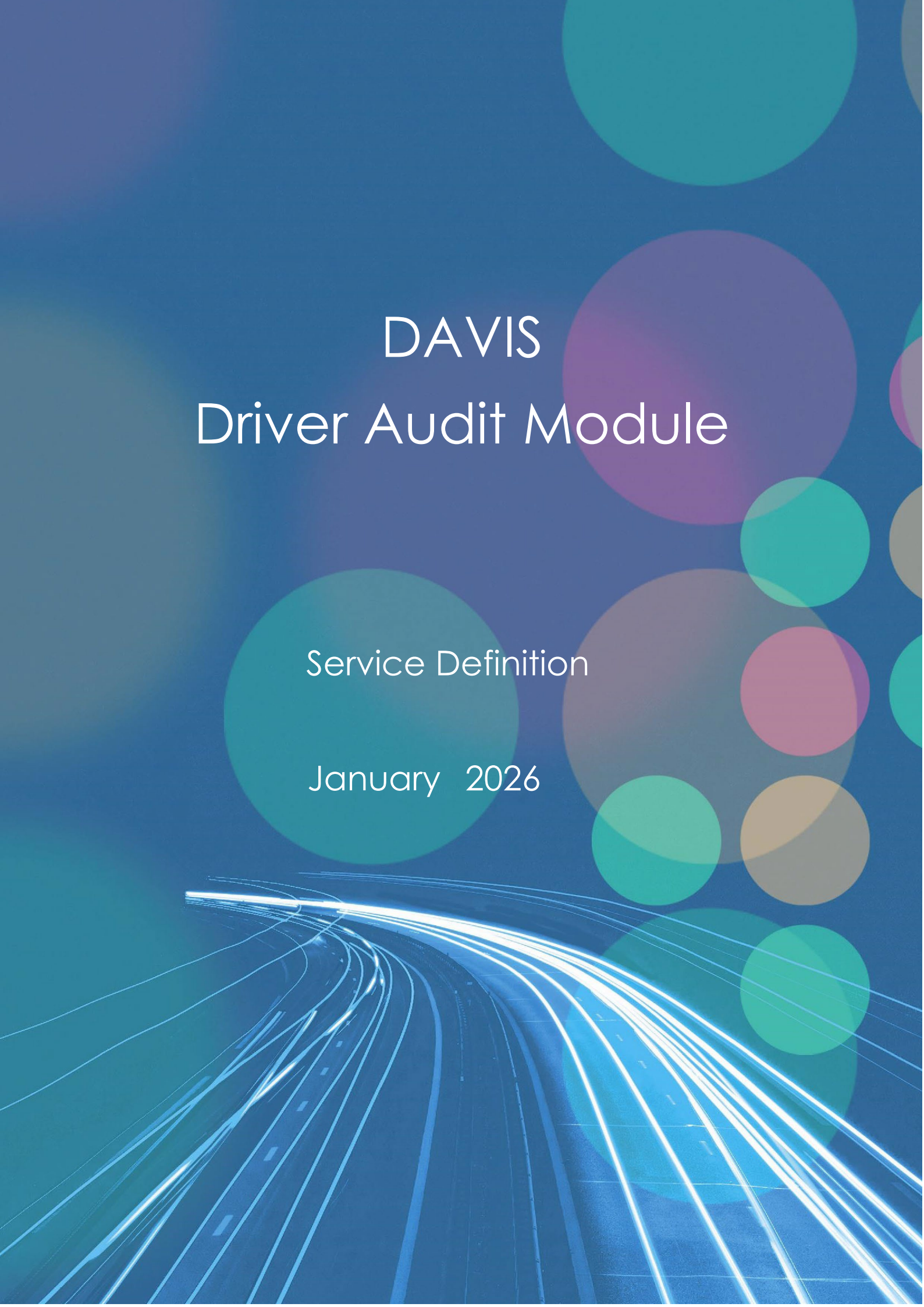




DAVIS

Driver Audit Module

Service Definition

January 2026

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DAVIS Driver Audit Management G-Cloud Service Description

Section 1 - SERVICE DEFINITION

ABOUT

DAVIS is an acronym which stands for Driver & Vehicle Information Solution.

The DAVIS Driver Audit solution is designed to allow organisations to accurately determine which of their employees is driving for work related purposes, what they drive and their annual business mileage. It can also be used to disseminate documentation such as a driver policy or fitness to drive statement and record acknowledgement of receipt and agreement. For customers already using DAVIS services, the audit can be used to update driver/vehicle information and changes in driving patterns.

One of the principal advantages of Driver Audit for those organisations that have decided to address the issue of driver and vehicle management is that the results are managed and reported in real time as drivers respond to the survey. The exercise will provide an accurate indication of the numbers and type of business driver for budgeting. The information collected can also be used to create driver and vehicle records in DAVIS as part of frictionless move towards better managing drivers and vehicles in the pool.

Where third party insurance is required, evidence from the driver audit can also be used in support of negotiations with an insurer or broker. It also provides clear and unambiguous evidence of good practice in the management of the workforce and the discharge of a responsible corporate policy.

SERVICE DESCRIPTION

DAVIS is a modular solution that forms part of a wider range of hosted services (SaaS) for any organisation using fleet or employee's private vehicles directly or indirectly in the delivery of their products or services. DAVIS Driver Audit can be used as an independent fact-finding tool, or can be used in conjunction with other DAVIS services for onboarding.

DAVIS Driver Audit provides a safe, secure and reliable cloud solution which records, stores and verifies work related driver numbers, vehicles, mileages and driving patterns. It can also be used to disseminate documents and provide evidence of receipt and acknowledgement by individual employees in a clear audit trail.

SERVICE OVERVIEW

Features

- Invite participation by email or unique code number
- Individual risk score based upon driving pattern and accident history
- Real time recording and reporting

- Identifies responders and those yet to participate
- Dashboard overview of results
- Links with DAVIS to create records if required
- Audit trail for policy document distribution and acknowledgement
- User definable welcome messaging
- View individual driver responses

Benefits

- Provides accurate picture of work-related driving for risk assessment and budget calculation
- Information collected can be used to seamlessly set up DAVIS account
- Presents auditable evidence to insurers for premium negotiations
- Records document distribution and driver acceptance/acknowledgement
- Effective method of checking and updating existing driver and fleet information

SHARED SERVICES

DAVIS Driver Audit is often deployed in organisations working together in partnership or within a group corporate scenario. We will work with customers to agree details of a suitable implementation, support, communication and planning structure that will meet the needs of all parties involved.

Section 2 - IMPLEMENTATION

ONBOARDING

Licence Check Limited has a standard onboarding process for new customers to co-ordinate the transition from procurement to 'Business as Usual' live operation as a series of logical managed steps. As part of this Licence Check will provide a nominated contact for the onboarding process. It is anticipated that the customer will also nominate a point of contact to manage the process from their end. Licence Check Limited will facilitate the procurement, installation and configuration of the necessary hosted hardware and third-party specific software for the delivery of the solution.

Stage	Description	Week
Order Placed	Signed Purchase Order received, DAVIS Contact assigned.	1
Define Scope	Meeting arranged to define requirements and advise on welcome message etc.	1 – 2

System Set-up / Configuration	System set-up and configured according requirements specified	1 – 2
Review	Review and feedback changes required	1 - 2
Training	Training of nominated staff	2
Go Live	Sign-off, Go Live	2

Note: average timescales are 2 weeks, however it will depend on the customer availability and therefore their ability to meet the milestones for each stage. DAVIS Customer Service will support the customer throughout the implementation process. The service can be implemented in a few days if this is required.

OFF-BOARDING

Unless specific alternative arrangements are agreed, upon termination of the service provision Licence Check Limited will;

- Advise the customer how to permanently driver audit records
- Remove access to the live environment for customer(s) drivers
- Block / Disable any data connections from customer's environment
- Switch the customer database instance offline
- Remove the customer database instance from the backup schedule

A copy of the customer's records can be provided in an XML structured format or CSV format file at no additional cost.

All the above tasks will be carried out within 5 working days of receiving the termination notice.

TRAINING

Licence Check Limited will provide appropriate technical and non-technical training for nominated customer staff as part of the onboarding plan. Additional training will be provided where necessary to ensure successful implementation of any new features or capabilities made available by way of updates to the solution. Training is normally provided on-line. Additional training resources in the form of videos and quick start guides is available in the DAVIS knowledge base – accessible to those logged into the service.

Licence Check Limited's approach to training is to 'train the trainer', so that skills can be propagated as required into the wider organisation. However additional training can be provided by Licence Check Limited (if required) as a separately chargeable service.

Section 3 – OPERATIONS

ACCOUNT MANAGEMENT

Licence Check Limited will assign an Account Manager to any new accounts. They will have the responsibility for working with the customer to review and maintain customer satisfaction with the day-to-day operation of DAVIS solution and to review any future or strategic plans.

The Account Manager will act as a point of escalation in the support process.

SUPPORT

Introduction

Licence Check Limited provides customer support contacts and other nominated customer employees with the training necessary to work effectively with the solution. Where these trained customer staff cannot resolve an issue, or address a query with regard to the solution, Licence Check will provide support and any resolution of a problem via one of the following channels:

- Online Support Service and Telephone Support Service by way of Helpdesk to nominated customer support contacts, and/or
- Remote terminal sharing using secure software links and/or • Email correspondence to the support services account.

Definitions

The Support section uses the following definitions:

Incident – an unplanned interruption to service availability of the solution or a fault or reduction in the quality of service provision

Issue – an underlying problem with the solution that may be a root cause of one or more Incidents

Query – a request for technical or non-technical guidance or assistance with regard to an aspect of the solution

DAVIS Knowledgebase

This will be available 24hrs, 7 days per week except during periods of planned maintenance or software upgrade: such periods of unavailability will be notified in advance to the customer's support contact(s) giving at least 24 hours' notice.

The service will provide customer support contact(s) with access to online support materials including FAQ's and responses to provide resolution to a number of commonly reported issues.

Telephone Support Service

The Telephone Support service will be available during normal business hours to deal with the different levels of Priority Incidents (see below) and to facilitate incident escalation. It will also be available as a point of contact for an Incident or Query if the Online Support Service is unavailable. Access details for the Telephone Support Service will be provided to Customer Support Contact(s).

Response Times

Calls and emails to the Helpdesk are managed using Freshdesk. This logs the report, allocates an incident number and manages the support ticket thereafter. Queries are responded to in line with the Prioritisation and Escalation criteria defined below:

	First Response	Target Response
Priority 1	2 hours	4 hours
Priority 2	4 hours	16 hours
Priority 3	8 hours	40 hours
Priority 4	16 hours	No Target

Note: all Response Times relate to elapsed normal business hours since an Incident was registered, and it is assumed the Customer is available to co-operate in the resolution process as required.

Priority Definitions

Priority	Definition
Priority 1	- Service unavailable to significant number of users - Complete failure of business critical functions with no workaround offered, and immediate and substantial operational impact, leading to reputational damage
Priority 2	- Business critical functions unavailable with only a limited workaround available - Service is severely degraded for a significant number of users

Priority 3	Aspects of functionality not operating in line with its specification. Has limited operational impact and / or a reasonable interim workaround available
Priority 4	- New or duplicate Request for service enhancement - Service Query / Known Issue

Escalation

Unless otherwise agreed all communication relating to an Incident or Query will be through the customer support contact(s). Incidents can be escalated by customer support contact(s) and will be automatically escalated if Response Times are breached.

Escalation is as follows:

Level 1 – DAVIS – Helpdesk/Account Manager

Level 2 – DAVIS – Chief Operations Officer/Development

Closure

Incidents and Queries will be closed by agreement between DAVIS support staff and the customer support contact(s). Where appropriate Incidents or Queries may as part of the closure process transition in to one of the following items:

- Request for Enhancement
- Known Defect
- Known Issue

Actions for progressing / resolving these items will depend on the individual characteristics of the request or incident as well as any business impact and benefits and will be reviewed with the customer at the point of closure.

Section 4 - SERVICE DEVELOPMENT

SOLUTION DEVELOPMENT

Licence Check will continue to develop and update the solution throughout the lifetime of the contract based on a wide-ranging set of requirements, including Customer's requests for enhancements to the service, internal development requests and planned roadmap developments. Newly developed features will be made available to the Customer(s) as part of the ongoing delivery of the solution to the wider user community. Where features are

developed, which are deemed additional to or external to the solution or are requested on a bespoke basis, they will be made available as a separately chargeable service.

MAINTENANCE AND UPDATES

Licence Check Limited will manage the delivery, installation and configuration of all necessary updates to third party and solution specific software components. Where possible updates will be applied outside normal business hours.

Section 5 - SERVICE LEVELS

SERVICE AVAILABILITY

The DAVIS solution will be available to the customer 24 hours per day 7 days per week other than during periods set aside for planned maintenance or system updates. Such periods of unavailability will be notified in advance to the nominated customer contact(s) as per the periods notified earlier but generally providing a minimum of 48 hours' advance notice.

SERVICE LEVEL EXCLUSIONS

Service Level targets, including solution availability do not apply when the service is impaired by the following;

- Issues relating to the behaviour or performance of third-party hardware and networking systems or services that form part of the customer's IT estate or are part of the internet
- Issues relating to the behaviour or performance of the customer's users when using the service outside the terms and conditions set out in the End User Contract Agreement

Section 6 – GOVERNANCE

INFORMATION ASSURANCE

Licence Check Limited acts as a data processor on behalf of the customer, and is ISO 27001 and Cyber Essentials Plus accredited.

DATA PROTECTION

Licence Check Limited is a registered data controller with the Information Commissioners Office. The ICO registration is Z1734781.

BUSINESS CONTINUITY

Licence Check Limited as part of its ISO 27001 accreditation has a Business Continuity Plan. The plan is internally tested and updated every 12 months as part of Licence Check Limited's own internal governance processes.

Section 7 - CUSTOMER

RESPONSIBILITIES

It is the responsibility of the customer to ensure that their users:

- Have access to suitable software and IT infrastructure to exploit the features of the service. Use of a compliant web browser and access to a suitable network as defined in the 'Support web browsers' and 'Networks and connectivity' sections of the G-Cloud service description for this item.
- Have been trained correctly in how to use the service, through DAVIS online learning materials or through a train the trainer programme sponsored by the customer
- To ensure that all contacts information used in the service is correct and up to date and that the contact has given permission to be contacted by the customer

Section 8 – SERVICE COSTS

PRICING

For comprehensive pricing information, including unit prices, discounts and day rates please see the G-Cloud Pricing document.

CHARGEABLE SERVICES

Bespoke and repeat services can be provided by Licence Check Limited as required by the customer. These will be delivered as Chargeable Services; examples could include:

- Bespoke or repeat Training
- Bespoke Management Reports
- Bespoke integration with 3rd party software
- Bespoke branding

ORDERING AND INVOICING

To discuss any other matter relating to ordering and invoicing please contact accounts@licencecheck.co.uk.

NORMAL BUSINESS HOURS

DAVIS' normal business hours are 8:30am to 5:30pm Monday to Thursday, 8:30am to 5:00 Friday, excluding UK public holidays.