

## Driver Recognition Programme – Q&A

### **Background**

The Driver Recognition Programme (DRP) is an eco- and safe driving competition that recognises the important role that drivers play in the sustainability, health and safety objectives of aid and development organisations.

With the support of the UPS Foundation, the 2022 edition will again be a global edition. This means all offices of aid and development organisations are welcome to participate.

The 2022 Driver Recognition Programme will be conducted completely virtually again, and will consist of Qualifiers and Semi-finals rounds which will measure practical driving capabilities and the knowledge of drivers.

The best drivers from country office will then be invited to compete at the Driving Champions Final. This too will take place virtually.



### **What do I need to participate?**

1. Identify a focal point within your office who will administer the programme
  - This person will receive guidance from Fleet Forum on how to administer the programme. He / she will liaise with all suboffices drivers and management to follow the competition format set by Fleet Forum. There must be only one focal point per country per organisation
  - We expect this takes approximately 3-5 hours per month between May – November 2022
  - The focal point can be the manager of the drivers, the fleet manager, administration manager etc. It is important that this person speak English or French to communicate with Fleet Forum
2. Use data available to recognise your best driver and share with Fleet Forum

- Through the DRP, we aim to improve data collection on driver performance. Therefore, one of the requirements of the programme is to use your driver behaviour data to identify your best driver
  - In the Semi-finals you will be asked to design and implement a framework to identify your best driver using data you are already capturing. The best use of data to design a recognition framework is recognized in the Data Wizard Challenge.
  - We will ask you to share data at the start and end of the Semi-finals round
  - Fleet Forum will advise you by providing guidance and sharing best practices in the sector
3. Give your finalist access to a smartphone and data bundle for the Finals
- For the Finals, your best driver will be asked to log his / her trips in [Driver's Seat](#), an Android smartphone application which analyses driving data, provides experience points and challenges drivers in a fun way to improve their driving style
  - We will use Driver's Seat as the tool to identify the winning drivers
  - Organisations are expected to provide their best driver with an Android smartphone and data bundle for the duration of the Finals round

#### **When is the programme taking place?**

- Qualifiers: May 15 – June 15
- Semi-finals: July 1 – Sept 15
- Finals: October 15 – November 30

The winners will be announced in Driving Champions Ceremony, which will take place in the first week of December 2022 (date still to be determined).

#### **Who is entitled to participate?**

The programme is open to professional drivers working for aid and development organisations. When we say professional drivers, we mean drivers whose key responsibility is to operate the organisation's vehicles (rental or owned).

Staff who have another job in the organisation and are given authorisation to drive the organisation's vehicles may not participate in the programme.

#### **My organisation has multiple sub-offices, should each office register?**

No. If you have multiple sub-offices in your country of operation, in addition to your main office, we expect you to register and participate as one office. This means the focal point will be in charge of liaising with the sub-offices and Fleet Forum.

#### **How many drivers can participate per office?**

There is no limit to the number of drivers who can participate in the Qualifiers.

The Driver Recognition Programme is a voluntary programme; this means as the focal point, we advise you to take time to explain the programme to the drivers, including why you / your organisation think it is an important initiative and ask drivers if they would like to participate. Automatically registering drivers without giving them the chance to opt into the programme is a missed opportunity to show your organisation's commitment to them.

In the Finals, only one driver per office (the one who has been selected through the Qualifiers and Semi-finals) may participate.

**Do drivers need to speak English to participate?**

Drivers do not need to read and speak English well to participate. The programme is rolled out and administered by a focal point in each participating office. Therefore, it is important that this person speak English to communicate with Fleet Forum and understand the tools provided to administer the programme.

A few tools (for example an online knowledge test) will be administered by Fleet Forum directly in English, French and Spanish. If your drivers do not speak any of these four languages, we will provide you with a copy of the tool and you are welcome to translate the tool in the applicable language.

**What does each round consist of?**

Round	Who participates?	How?	What is the result?
Qualifiers	From all registered drivers in your office to the top 5	Online, multiple-choice knowledge test	Top 5 scorers move on to Semi-finals
Semi-finals	Top 5 drivers in your office	Every office will use driver behaviour data and tools available to them	Best driver represents your office in the Finals
Finals	From the best drivers in all the offices to the Champion Driver	<a href="#">Driver's Seat</a> (click to learn more about the smartphone application)	2021 Winner Driving Champion Finals

**Aside from my drivers and the focal point, are other staff involved in the programme?**

By facilitating the Driver Recognition Programme, we want to trigger a ripple effect, in which many managers and organisations feel inspired to celebrate their drivers and re-examine their performance and recognition schemes.

In the Finals round, we will launch special challenges which require the participation of different staff groups in your organisation (for example Country Director, HR Manager, Programme Manager etc). While these challenges are not mandatory, they can boost the score of your finalist driver, thereby increasing his / her chance of winning.

**What are the fees to participate in the programme?**

There are no participation fees. With the support of the UPS Foundation and other sponsors, Fleet Forum is able to cover the costs of running the programme.

We do ask you to invest time to carry out the rounds through which your best driver is selected. These rounds are timed. While the time investment is not huge (3-5 hours per month between May – November 2022), it does require you to plan your involvement properly.

**Will Fleet Forum identify who the best driver in the office is?**

The responsibility for administering the rounds lies with the focal point and participating organisation. Fleet Forum will provide guidelines and tools for each method as well as tips to help adapt these to your operational context.

**I already have a recognition scheme, can this be integrated with the Driver Recognition Programme?**

Yes! If you already have a programme, please let us know in the registration form. We will ask you to explain the programme (in writing). We do so to ascertain that your programme has the following qualities:

- Regular: Provide regular feedback throughout the year, rather than only during annual evaluations;
- Positive: Feedback is not just negative or critical. Instead, most feedback should be encouraging and positive;
- Transparent: The process for recognising individuals is clearly laid out, well communicated and transparent to avoid accusations of favoritism;
- Data-driven: Accurate measurements of key performance indicators will assist a programme to be fair and transparent.

If your programme possesses these qualities, your drivers will not need to participate in the Qualifiers and Semifinals. Instead your best driver will enter directly into the Finals.

**What fleet management data do I need to participate in the programme?**

In the Semifinals round, you will be asked to use data to identify your best driver from your top 5 drivers. You will have three options, you can choose 1 or a combination of:

- Use data that you are capturing manually, for example, crash history and fuel consumption)
- Data captured through vehicle tracking system (only applicable if you are using this)
- Use Driver's Seat