



Exclusive service provider of DiDb System:

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DiDb system- User's Manual

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1. Definitions

- **DiDb:** Driver Intelligence Database
- **DiDb database service:** conditioned transfer of DiDb members' data stored in the system
- **DiDb registration:** the process where driver applies personally for admission to the DiDb database
- **DiDb card:** a PIN-protected card which serves for the identification of a DiDb member and which indicates the name and the DiDb identifier of the driver
- **DiDb member:** driver registered in the DiDb database with a unique DiDb identifier
- **DiDb membership number:** unique identifier of a DiDb member, which is also indicated on the DiDb card
- **DiDb user:** contractual client of SECTRAN or DiDb Partner, using the DiDb database services
- **DiDb operator:** natural person authorised by the DiDb user to have access to and use the DiDb system
- **DiDb card check:** the process where the checking of the driver's personal data is enabled by reading his/her DiDb card by provision of the matching PIN-code
- **DiDb spot check:** the process where DiDb operator can obtain limited information about a driver's DiDb status and the expiry date of his/her membership based on his/her date of birth and name, or based on his/her DiDb membership number without the presence of DiDb card and/or the driver
- **incident:** an event linked to a freight task, which is reported by a DiDb user, based on a DiDb carriage number or a DiDb membership number and which assumes the violation of safe transportation regulations by the driver, and/or the instructions related to the assignment as well as

all intentional or negligent action of the driver that causes or is intended to cause financial damage to any of the parties involved in the carriage assignment

- **transport categories:**
 - **domestic:** carriage inside the borders of the country of loading
 - **domestic high-value:** domestic carriage classified by the operator as high value
 - **international:** carriage which destination is located outside the borders of the country of loading
 - **international high-value:** international carriage classified by the operator as high value
- **DiDb carriage number:** an identification number generated automatically by the DiDb system right after the DiDb card checking process by pressing the 'start carriage' button. It is a unique number for identifying a carriage which was started in the DiDb system
- **SECTRAN:** SECTRAN Kft. (Ltd.) – exclusive service provider and data controller of the DiDb system
- **membership validation:** renewal process of the DiDb membership in every second year

2. Purposes of DiDb system

The main objective of the DiDb system is to provide active and up-to-date database services by assuring the reliable identification and verification of the drivers and also by the continuous evaluation of their performance rated by the users; to reduce number of abuses and criminal actions related to transportation by enhancing transportation security; to minimise stock losses deriving from the above actions and help to avoid the increasing and constant threats presented by criminal gangs specialised in transportation.

3. Operational principles

DiDb is an online database to record the most important personal data of the drivers who have successfully completed registration and to assure continual qualification of their work. Admission of the driver applying for DiDb membership on a voluntary basis is mandatorily subjected to a security and compliance process in the course of registration. In case of a successful registration, driver enters the DiDb system and gets a personalized DiDb card which can be used to prove his/her membership and to facilitate his/her identification at the sites of the clients using DiDb system. Not only the personal data required for fault-proof identification but the individual performance is also recorded in the database, allowing users to check the driver's identity before handing over the goods for transportation and also to get information about the qualification on the performed assignments so far, as well as the place and time of the DiDb-recorded carriages assigned to the driver in the last week. DiDb basically focuses on reliable drivers who are competent to transport high-value goods, supports their work and facilitates to realize safe transportation.

The cross-border service of the DiDb system is operated in an online environment, which means that all events (driver identification queries, transport assignment records, driver suspension or ban) are immediately available in the system, ensuring continuous control over DiDb drivers, at the same time providing up-to-date status reports on them.

The system works on the principle of zero tolerance, which means that the exclusion of a DiDb member is final and irrevocable.

DiDb users have an outstanding opportunity to participate in the information flow cost efficiently without the violation of their business interests. Drivers may collect points multiply at all DiDb users based upon their fulfilled transport assignments. Consequently, users contribute to the collective assessment of the drivers by giving points to them. On the other hand, should a driver be banned as a consequence of an incident initiated by any of the DiDb users, he/she shall no longer be assigned carriages by other DiDb user either.

The database is only accessible to the operators of contractual DiDb users who have been trained to use the system and have been given authorization of personalized access.

DiDb users may check the current status of a driver by using the Spot Check function, but personal data, which is available for the users based on the guidelines in the "Manual of Data Control in the DiDb System" guidebook recorded upon registration, can only be accessed by reading the DiDb card with the matching PIN-code provided by the driver.

4. Scope of DiDb application

- *for manufacturers and companies engaged in logistics, transportation, and asset security:* preliminary check of drivers prior to loading of domestic and international transports. Driver's identity, reliability and qualification can be checked prior to loading based on personal data, photo and DiDb membership related information.
- *for carrier companies:* preliminary check when recruiting new employees, moreover the periodical checking of existing employees. Based on personal data and photo stored in the system, driver's identity, reliability and qualification can be checked prior to loading.
- During the checking process, the driver's assessment and status as well as the validity of his membership can be checked in the DiDb system.
- *data transfer to the users and forwarder companies with the purpose of transport organization:* the Spot Check function allows a quick checking process on the DiDb status and the expiry date of the driver's membership by providing the date of birth and name, or the DiDb membership number of the driver stored in the system.

5. Operating rules for establishing and maintaining DiDb membership

- I. During the registration process, the driver voluntarily visits the place of registration and provides his/her personal documents (ID card, document verifying residence, driving licence, passport) for identification, as well as a certificate of good conduct which was issued not later than 96 days. In the course of registration the driver shall give his/her definite and voluntary consent to the digital recording of his/her personal data as well as the recording of photograph taken by SECTRAN, based on the guidelines in the "Manual of Data Control in the DiDb System" guidebook. In case of successful registration, a PIN-protected DiDb card is issued for the driver, which can be used for loading only after the approval of driver's application for DiDb membership.
- II. Driver's DiDb membership will only be approved if all registration conditions are met and the applicant has also been in compliance with the background check made by SECTRAN. Then DiDb card can be actively used for loading a cargo.
- III. In case of any changes in the data or the personal documents supplied, the driver shall visit one of the DiDb registration offices within 15 days in order the modification of the data and/or documents to be recorded. If the driver fails to comply with this obligation and all personal documents stored in the system expire, the system will generate an "Invalid Documents" message to the operators during the card checking process.
- IV. The condition of maintaining the DiDb membership is to validate it every two years, which can be made at any of the registration points published on SECTRAN's official website or at the premises of the carrier contracted for e-membership management services. Membership validation includes data update, taking of a new photograph and submission of a new certificate of good conduct that was issued not

later than 96 days. In case of failing to meet obligatory requirement of membership validation the status of the driver shall become invalid on the day following the deadline.

The exact deadline for the membership validation can be calculated based on the last 6 digits of the DiDb membership number. Those six digits define the date of entry into the system (year/month, yyyy/mm), and membership validation process shall be managed compared to that in every 2 years (no later than the last day of a given month). Membership validation can be managed earliest on the 96th day prior to membership expiry date.

The date of membership expiry can be also checked by the operator upon DiDb card checking procedure by opening the driver's profile.

Upon the membership renewal process, the driver will not receive a new card.

Based on the principles of "Manual of Data Control in the DiDb system" guidebook, the deadline of the storage and control of the personal data is 2+2 years. This means that in case the driver dismisses to validate his/her membership, and he/she doesn't fulfil this obligation in the next two years, the DiDb status of the driver automatically becomes passive (dormant) and his/her data stored in the system will be deleted.

In case of dormant membership, the reactivation is the only possible way to return to the database, which means that the driver gets back his/her original DiDb membership number and the points and stars that were collected during his/her valid membership, but the recording of the personal data must be repeated. In case of reactivation, new DiDb card is issued for the driver.

- V. SECTTRAN may order extraordinary membership validation at any time without explanation. The failure of this obligation by the driver may result his exclusion from the system.

- VI. Acceptance of the present DiDb User's Manual is a fundamental requirement for the drivers and the users as well. SECTTRAN may modify the content of the DiDb User's Manual unilaterally on the condition that provisions concerning data control are not violated. The effective User's Manual is published on the DiDb official website (www.didb.eu).
- VII. DiDb card is the property of SECTTRAN. Driver shall use the card in a proper way, i.e. protecting it from light, heat, mechanical injury, and other external impacts. SECTTRAN assumes no liability for damages resulting from improper use. Driver is obliged to report loss, theft or damage of the DiDb card within 72 hours. A fee is charged for the card replacement.
- VIII. A driver banned from the system or who requires to terminate his/her membership, moreover drivers who missed to fulfill his/her membership renewal obligation within 2 + 2 years detailed in point IV, is obliged to return his/her DiDb card to SECTTRAN.
- IX. In case of having an incident reported by a user, the status of the driver in question will change to 'Suspended' in the DiDb system from the moment of reporting the incident and remain so until the conclusion of the incident. If the driver or the incident reporter disagrees with the decision closing the incident, both may appeal against this decision. In this case the incident shall be reconsidered and new final decision will be made by the Committee. Detailed description is available in the "Incident Management Rules of the DiDb System", which is published on www.didb.eu.

6. Rejection of DiDb registration; exclusion from the DiDb system

DiDb is the database of reliable drivers, thus SECTRAN reserves the right to reject the registration of a driver applying for membership without explanation in case of circumstances that may endanger the realization of the purposes of DiDb system.

SECTRAN may reject without explanation the driver's application for registration or membership validation if the submitted certificate of good conduct contains any record or it cannot be accepted based on the principles defined in the manual of "Manual of Data Control in the DiDb System".

Driver with evaluated membership shall be excluded on a final basis in the following cases:

- as a result of incident inspection (Section 9/I.)
- by failure to fulfil extraordinary validation requirement (Section 5/V.)

7. Practical use of the DiDb card

The DiDb card is typically checked before the loading at the site of the DiDb user.

The process is:

The driver

- puts his/her DiDb card on the card reader
- enters the 4-digit PIN code
- hands over his/her personal documents required for identification

The operator

- identifies the driver
- checks the information on driver's DiDb profile
- informs the driver about the system messages
- initiates DiDb transport dispatch and records DiDb carriage number

8. Collecting points for transport assignments

In order to make visible the DiDb certified drivers' performances rated by the users in the system, all successful carriage assignments are granted points as follows:

- domestic carriage: 1 point
- domestic high-value carriage: 2 points
- international carriage: 3 points
- international high-value carriage: 4 points

The maximum number of points to be given in a single calendar day is 5 irrespective of the number of transport assignments on the day.

A driver achieving 300 points is automatically given a star. In the DiDb system up to 5 stars can be obtained.

Upon reading a driver's card, the driver's profile will be displayed for the DiDb operator, where the number of points and stars collected can be checked by carriage categories.

9. Incidentmanagement

An event related to a freight task, which is reported by a DiDb user, based on a DiDb carriage number or a DiDb identifier and which assumes the violation of safe transportation regulations by the driver, and/or the instructions related to the assignment, as well as all intentional or negligent action of the driver, that causes or is intended to cause financial damage to any of the parties involved in the carriage assignment.

Acceptance of the 'Incident Management Rules' is a fundamental requirement from all clients contracted for DiDb database services and from all the drivers being in the database.

SECTRAN Ltd. is entitled to modify the content of the "Incident Management Rules" unilaterally on the condition that data control regulations are not violated,

and the "Incident Management Rules" in effect are always published on the website of the DiDb system (www.didb.eu).

I. Driver behaviour and circumstances that serve as a basis for incident reporting:

- a) transport assignment completed with cargo losses
- b) suspicion of crime or misdemeanor related to the transport task (in particular crime or misdemeanour related to the pallets, wrapping, packaging and fuel);
- c) violation of safety regulations related to road transportation;
- d) unjustified violation or non-fulfilment of instructions related to carriage assignments;
- e) violation of local safety regulations in effect at the location of loading/delivery of cargo;
- f) endangering the safety of the cargo by violation of the traffic rules, (in particular: driving under the influence of alcohol or drugs, or exceeding the permitted time limit for driving);
- g) modifications made to the transportation vehicle or any of its without consent of its owner;
- h) any other conduct jeopardizing and/or violating the purposes of the DiDb system;

II. Sanctions applicable due to incidents:

- a) exclusion for an indefinite period of time;
- b) exclusion for a definite period of time.

III. Reporting and starting an incident

DiDb User's operator with incident reporting authorization is entitled to report an incident, based on either the carriage number, or the DiDb identifier by using the incident reporting function of the DiDb application. SECTTRAN is also entitled to initiate an incident in case of any detected driver behaviors which could threaten the scope of the DiDb system.

DiDb User has the opportunity to request the starting of an incident in the DiDb system through SECTTRAN. However, all investigative or informative tasks, responsibilities or obligations of the incident reporter which are detailed in the Incident Rules still rest with the DiDb User.

The start day of the incident is the day the DiDb User or SECTTRAN initiates the incident in the DiDb system. By starting an incident, the status of the driver concerned is changed to "Suspended" in the DiDb system.

IV. The incident investigation

The DiDb User has 30 calendar days from the start day of the incident to investigate the circumstances. As per request of the DiDb User this deadline may be prolonged one time with an additional 30 days. Therefore the 'Suspended' status may be kept for maximum 60 days counting from the start of the incident, except in case DiDb User has not provided enough data, information and evidence to SECTTRAN during the time available for making a well-grounded decision.

During the incident investigation SECTTRAN - independently from the DiDb user responsible for the investigation - may contact the driver involved in the incident in order to initiate a personal interview, and may also claim extraordinary membership renewal.

DiDb User who reported the incident is obliged to notify SECTTRAN any time, but latest one working day before the end of the deadline available for the investigation of the incident about its proposal.

The proposal must cover the future DiDb status of the driver involved and should also contain the information, data and evidence justifying the proposal.

V. Closing the Incident: Decision, Consequences

Based on DiDb User's proposal and also on the evidences, data and information submitted by the DiDb User and the driver, SECTRAN makes the decision about the DiDb member's future DiDb status which may result with the banning of the involved driver from the DiDb system, or the reverting of his 'Approved' status.

In case SECTRAN cannot make a well-grounded decision based on the proposals and/or evidences submitted, then SECTRAN may ask for further evidences and data and may set a deadline for their submission. In case DiDb User does not submit the requested evidences within the deadline specified, SECTRAN will close the incident without substantive decision, and the DiDb member involved will get back the status he/she had before the incident in the DiDb system.

In case any information or evidence becomes revealed after the closure of the incident, which may cause the change of the formerly made decision, then this new information may serve as the bases to overrule the previous decision. An amended decision can be only made in accordance with the provisions of the Incident Management Rules.

VI. Appeal

DiDb User reporting the incident and also DiDb member involved has the right to appeal against the incident closing decision, which always entails the re-negotiation of the incident at a Committee's hearing and the making of a new decision.

Parties may appeal in writing within 30 days after the receipt of the decision closing the incident. The appeal must be always justified with a detailed explanation for the disagreement.

The Committee is an independent body of non-permanent members which always consist of 1 DiDb members with valid membership and approved status, 1 representatives by any of 1 DiDb users excluded that one who is involved in the case, furthermore 1 person representing SECTRAN or an independent expert invited by SECTRAN.

For more information about the incidents, please look for the effective "Incident Management Rules", which is published on www.didb.eu.