



Company Mobile Devices while Driving Policy

The Law

Hand-held Phones and Electronic Devices (such as sat navs, tablet and PDA devices)

It is illegal to use a hand-held mobile device while driving or when parked with the engine on; you can get 6 penalty points and a £200 fine if you use a hand-held phone when driving. You will also lose your licence if you passed your driving test in the last 2 years.

You can get 3 penalty points if you don't have a full view of the road and traffic ahead or proper control of the vehicle.

You can also be taken to court where you can:

- Be banned from driving or riding
- Get a maximum fine of £1,000 (£2,500 if you're driving a lorry or bus)

Hands-free Phones

It can be illegal to use a hands-free phone while driving. Depending upon the individual circumstances, drivers could be charged with failing to have proper control of their vehicle. In more serious cases, the use of any type of mobile phone could result in prosecution for careless or dangerous driving. The Police can check phone records when investigating fatal and serious crashes to determine if use of the phone contributed to the crash. Employers who require staff to use any mobile phone while driving for work could be prosecuted if an investigation determined that such use of the phone contributed to a crash. Claims in the civil courts could also result.

The Policy

It has been estimated that up to a third of all road traffic accidents involve somebody who is at work at the time. This may account for over 20 fatalities and 250 serious injuries every week. The Royal Society for the Prevention of Accidents (RoSPA) claims using a phone at the wheel increases the risk of a collision by up to four times. Studies also show that use of the internet and texting on a phone is even more likely to distract a driver and cause a collision.

As part of our overall health and safety policy, we are committed to reducing the risks which our staff face and create when driving for work. We ask all our staff to play their part, whether they use a company vehicle, their own or a hire vehicle. Staff driving for work must never make or receive calls, text or email on a hand held mobile phone, while driving. Failure to adhere to this policy will be regarded as a serious disciplinary matter.

Hands free mobile phones should only be used when it is considered safe to do so. Sat Nav devices, tablet and other PDA devices should not be used when driving.

Managers must ensure:

- They lead by personal example
- They do not expect staff to answer calls when they are driving
- Staff understand their responsibilities not to use a hand-held mobile phone at any time whilst driving
- Staff switch phones to voicemail, or switch them off, while driving, or ask a passenger to use the phone
- Staff plan journeys to include rest stops which also provide opportunities to check messages and return calls
- Work practices do not pressurise staff to use a mobile phone while driving
- Compliance with the mobile phone policy is included in team meetings and staff appraisals and periodic checks are conducted to ensure that the policy is being followed
- They follow our monitoring, reporting and investigation procedures to help learn lessons which could help improve our future road safety performance
- They challenge unsafe attitudes and behaviours, encourage staff to drive safely, and lead by personal example by never themselves using a phone when driving.

Staff who drive for work must

- Never use a hand-held phone or other electronic devices whilst driving.
- Only when it is safe to do so, should a driver use a hands free phone whilst driving.
- Plan journeys so they include rest stops when messages can be checked and calls returned
- Ensure their phone is switched off and can take messages while they are driving, or allow a passenger to use the phone
- Co-operate with monitoring, reporting and investigation procedures.

Signed

Print Name

Dated