



Policy on the Use of Mobile Phones in Vehicles

Under the Road Vehicles (Construction and Use) (No 4) Regulations 2003 it is an offence to use a hand held phone or similar device for interactively accessing any sort of data, including voice, text, images, etc. while driving or while stopped with the engine on. Persons stopped by the police for using a hand held mobile phone would be subject to a fixed penalty fine of £200 and awarded 6 penalty points. If you get just 6 points in the first two years after passing your test, you will lose your licence. Some cars have hands free kits fitted as standard. Using hands free (e.g. for navigation) is not illegal, however if this distracts you and affects your ability to drive safely, you can still be prosecuted by the police. Genuine emergency calls to 999 (or 112) services will be permitted where it would be unsafe for the driver to stop.

1. Use of a hand held mobile phone or similar devices e.g. tablet computers etc. whilst in a vehicle is only allowed if the vehicle is parked safely and the engine is off.
2. The company does not require you to use either a hand held or hands free device whilst driving.
3. If you are driving and need to make or take a call;
 - Stop or leave it to go to voicemail – even if you have a hands free phone. Better still switch to voicemail before your journey.
 - If you must take the call and have a hands free phone, keep conversations short or preferably say that you will find a safe and legal place to stop and phone back.
4. If you choose to answer a hand held mobile phone and the police stop you, you will be responsible for paying any fine.
5. Using a hands free kit can also be distracting. Should an accident occur whilst using a hands free kit you may be liable to prosecution for not being in proper control of the vehicle.
6. If your vehicle does have a hands free kit and it is faulty, report it immediately to Management.

Authorised by: _____

Date: _____

Print Name: _____

Rev 2