



# MOBILE PHONES POLICY

## 1. INTRODUCTION

Mobile Phones provide a range of benefits and are extremely popular. However, many staff use them to make and receive calls or to send and receive text messages whilst they drive. Drivers need 100% of their attention on driving 100% of the time. Traffic situations are constantly changing and accidents happen in seconds. Therefore, anything that distracts a driver should be avoided. It has been proved that using a mobile phone whilst driving is a significant distraction and increases the risk of an accident.

## 2. CURRENT LEGISLATION

It is an offence to use a hand held mobile phone whilst driving. Prosecution will follow an offence of this nature. This offence carries a fixed penalty of £30 and three (3) penalty points or a fine of up to £1,000 [£2,500 for drivers of goods vehicles or those that carry nine or more passengers]. Although 'hands free' systems have not been included in this legislation, the Police will prosecute under the above regulations if an incident should occur. Proof of use of a mobile phone is readily available to the authorities.

## 3. DRH POLICY

DRH has a legal duty of care under Health & Safety legislation to ensure the safety of their employees and of anyone else who may be affected by their activities. This duty applies when employees are driving for work purposes (including travelling to meetings or on delivery rounds).

Therefore:

- DRH does not expect to be able to speak to their staff on a mobile phone when they are driving;
- DRH will ensure that all mobile phones supplied to its staff are fitted with messaging facilities;
- Apart from the Deputy Chief Executive DRH requires staff to switch off the phone while driving and only pick-up messages when they have stopped in a safe place (but **NOT** on the hard shoulder of a motorway, at traffic lights or in a traffic queue or hold up);

---

#### 4. DRIVERS' OBLIGATION

- Switch off mobile phone before you start your engine
- NEVER make or receive calls or text messages while driving;
- Ensure that the message facility is activated on the mobile phone;
- Check for messages and deal with calls only when parked in a safe place with the **engine switched off**;
- Ask questions about safety and risks before using any 'hands free' system of your own.

Any prosecution under any of the above legislation will be the full responsibility of the driver in charge of the vehicle. Staff should be aware of the implications of a total of 12 points on their licence which automatically bans them from driving.

#### 5. MOBILE 'PHONES AT WORK

It is a requirement that all staff members ensure that their own personal mobile 'phones are switched off whilst they are on duty. Staff should not make or receive personal calls or text messages whilst on duty.