

# HANDHELD DEVICES POLICY STATEMENT

## Handheld Devices and Driving

Safe driving needs concentration - any distraction, such as the making or answering of a mobile phone call, amending a Sat Nav or PDA, or using any portable device as well as in-vehicle technology takes your mind off the task of driving and increases the possibility of you becoming involved in a road traffic collision. The use of a mobile phone, or other portable and hand-held equipment while driving presents a significant safety hazard to both the immediate user, other road users, pedestrians, and is against the law.

In order to ensure the safety of our employees, other road users and members of the public it is strictly forbidden to use any form of hand-held device or piece of in vehicle technology whilst in control of a company vehicle or driving a vehicle on behalf of the company. This does not only include physical driving (when the vehicle is in motion), but also includes being in control of the vehicle when stationary in traffic. We believe that this is such a potentially dangerous situation that any breaches of this policy will be regarded as an issue of serious misconduct. As such, we believe that it would be appropriate for such an issue to be handled within Cawleys Disciplinary Procedure.

## Other Distractions

Although using a hand-held device while driving is one of the most common distractions, many other activities, such as eating, drinking, reading a map, as well as in-vehicle technology, can distract a driver and create a crash risk. Should any Cawleys employee or person driving on behalf of the company be witnessed undertaking any other activity while in control of a vehicle, this will be dealt with through the Cawleys disciplinary procedure. Should you have any concerns or questions regarding this policy please speak to your line manager or any member of the management team.

## Mobile Phones

If there is no hands-free facility available such as Bluetooth, then the phone must be switched off while driving and a messaging service used to take incoming calls. When you have stopped the vehicle in a safe place, then you should access your messages. Please note that neither Cawleys nor legislation regards the motorway 'hard shoulder' as a safe place. This is illegal. You should also note that the definition of 'driving' includes being stationary in the vehicle in traffic.

## Guidance for staff calling colleagues who use mobile phones

When making a call to a mobile phone, if there is no answer, leave a voicemail and wait for the person to return your call. The driver may not be in a position to answer the call safely, and if you are persistent, he or she may be tempted to answer against their better judgement. When the call is answered, ask if the driver can talk safely. If not, get them to tell you when they can stop in order to receive your call.

Signed  
  
**Phil Gudgeon**  
 Managing Director

Policy Revised: January 2024  
 Next Revision: January 2025

