



## In vehicle communication & mobile phone policy

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- It is an offence to drive a vehicle on a road if you are using a hand-held in vehicle communication device or mobile phone. A mobile phone or communication device is considered hand-held if it is, or must be, held at some point during the course of making or receiving a communication.
- Communication devices must not be used when getting in or out of cabs
- Communication devices must never be used at petrol stations, even for retrieving messages as there is a serious risk of combustion.
- It is the responsibility of all office staff when receiving or making a call to any driver to terminate the call if they suspect the driver is using a handheld communications device. There is also no expectation for any driver to answer or make any calls until it is safe to do so.
- Properly fitted hands-free communications are legal and can be used only when the driver deems it safe to do so. Drivers must retain full control of their vehicles at all times and can be prosecuted for failing to drive without due care and attention or for dangerous driving.
- If your hands-free communication device rings whilst you are driving, stop at a safe location and take the call.
- The only occasion under which a handheld communication device can be used whilst driving is to make a 999-emergency call, but only if it is not safe or practical to stop to make the call.
- **UNDER NO CIRCUMSTANCES SHALL A DRIVER ATTEMPT TO READ OR WRITE A TEXT MESSAGE WHILST THE VEHICLE IS IN MOTION.**

Signed: *Steven Blake*

Position: Director

Date: 10th May 2026