

## **MOBILE PHONE AND IN-CAB TECHNOLOGY POLICY**

As part of the overall Health & Safety Policy, Quay Transport Ltd is committed to reducing the risks which employees face when driving for work.

We require all our staff to play their part, whether they use a company vehicle, their own or a hire vehicle. The policy is applicable at all times when on official Quay Transport business. All individuals are encouraged to apply such policies when away from work.

A “company vehicle” includes any road going vehicle, forklift truck, container-handling machine or any other mobile equipment operated by Quay Transport Ltd or those of a customer of the Company.

Any employee of Quay Transport when driving for work purposes must never make or receive calls on a mobile phone, whether hand-held or hands free, while driving.

Unless using hands free, it is illegal for drivers to use a phone whilst driving, including at traffic lights or queuing in traffic. Even if using hands-free the Police can stop an LGV driver if they think the driver is distracted and not in control. There penalty are 6 points on the licence and a £200 fine. The driver can also be taken to court, where the maximum fine is £2000.

The use of satellite navigation (GPS) systems is allowed as long as it is set prior to the journey has started. This must not distract the Driver and must not be adjusted while Driving, only when parked safely with the handbrake on.

NOTE: Not all of the GPS systems out there are suited to LGV’s and therefore care should be taken when following the routes.

Use of the radio/cd player/mp3 must be carried out without causing distraction to the Driver. It is essential and it is the law that the Driver concentrates on driving and the road/traffic conditions. Furthermore, the Driver should be able to hear what is going on around their vehicle e.g. sirens of emergency vehicles.

Persistent failure to follow this policy will be regarded as a serious disciplinary matter and dealt with in accordance with the Company’s disciplinary procedure.

The use of personal mobile phones during working time is not permitted, unless the management grants permission.

Compliance with this Policy is included in Management Review Meetings and periodic checks are conducted to ensure that the policy is being followed.

Signed   
Gary Kirkby.  
Managing Director.  
30<sup>th</sup> June 2020

Last Review June 2022