



Mobile Telephones/Smartphones/Satellite Navigation Policies

CSC Fleet Services Ltd vehicles share the roads with many other road users and the Public. We have a legal and moral duty to ensure our time on the roads of Britain is in a safe and considerate manner.

The company insists that drivers must always retain full control of their vehicles and can be prosecuted for failing to drive without due care and attention or for dangerous driving.

Mobile Phone Policy

It is illegal, and therefore you are prohibited from using, a handheld mobile phone, whether company issued or personal phone, whilst you are driving, stopped at traffic lights, in a traffic jam or in any other hold up, in any company vehicle.

Company mobile phones/smartphones are for business use only.

Any private calls/texts/emails/internet access will be charged to the employee by deduction from wages at the end of the month, following receipt of the itemised account.

Any misuse of Company mobile phones will be dealt with by disciplinary action.

Handheld phones may only be carried in the vehicle if they are switched off/not answered or checked during driving, and calls made, or messages retrieved when the vehicle is safely and securely parked off the road with the engine switched off.

Properly fitted hands free mobile phones are legal and can be used only when the driver deems it safe to do so. The driver is solely responsible for deciding whether to answer the hands-free phone.

Where possible the company will provide hands-free telephones for use by employees but must stress that these should be used with caution.

The only occasion under which a handheld phone 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.

Managers are expected not to telephone employees who are driving unless necessary and to leave a message if the phone is unanswered. Employees are expected to respond to messages as soon as practicable

Any manager/operations staff who must call a driver, knowing they are likely to be driving their vehicle at the time of the call must restrict the duration of the call or use a messaging service.

Any breach(es) of the above policy will be treated as a serious breach of safety and company rules, and treated as a disciplinary matter, which may include dismissal

Sat Nav

It is legal to use your phone as a sat nav, if it has secure, hands-free access and it does not block your view of the road or traffic ahead. ... It is illegal to touch and hold your phone while driving, when stopped at traffic lights, when queuing in traffic, or supervising a learner Drivers with satellite navigation instruments should ensure that they have planned their journey prior to using the instrument.

The instruments are not necessarily reliable and other options should be used to ensure that the driver has all the relevant information prior to starting the journey.

Put in the necessary information to obtain assistance from the system before starting the vehicle.

Alterations to the actual instrument should never be made whilst driving.

The instrument should be placed away from air bags and so that it does not obscure the driver's vision.

Drivers should find a method of using the device that is not distracting.

Drivers should always make the same observations on safety whether or not using the device.



Drivers should learn from any mistakes and if necessary, seek refresher training.

Any misuse of these systems will result in disciplinary action being taken in accordance with the discipline procedure.

CB Radio

CB Radios should be treated in the same manner as Mobile Phones.

It is illegal to use a handheld telephone, recording device or other data receiver (smartphones or satellite navigation systems) whilst in control of any vehicle

All employees are therefore prohibited from using any of the above-mentioned devices whilst in control of a moving vehicle.