

## Mobile Phone Whilst Driving Policy

<b>This document is relevant to:</b>	
Staff	✓

### Purpose

The purpose of this policy is to ensure that Dorset Mind staff are encouraged in every way to drive safely in order to ensure their safety and the safety of other road users.

### Policy

#### Scope

This policy applies to all journeys undertaken on behalf of Dorset Mind work.

#### Arrangements

If you do not have a hands-free kit installed in your car you must not use your mobile phone whilst driving, this includes using an ear-piece. If you need to make or receive a telephone call, you should do so at a convenient break in your journey. The vehicle must be stopped in a safe & legal area with the engine turned off before you make/receive a call. Using a hand held mobile phone whilst stationary in traffic or at traffic lights etc will still constitute an offence.

Dorset Mind does not recommend, or validate, the use of hands-free phones whilst a vehicle is being driven in connection with Dorset Mind business. Hands-free phones are distracting and you still risk prosecution for failure to have proper control of a vehicle under Regulation 104 of the Road Vehicles (Construction & Use) Regulations 1986. Dorset Mind will not contribute towards the cost of installing hands-free phone equipment.

Any penalties that may be incurred through illegal use of mobile phones are not claimable on Dorset Mind expenses.

Any staff in breach of this policy may be subject to action under the Disciplinary Procedure.

## **Responsibilities**

The Chair of Trustees is responsible for managing this policy and overseeing its implementation. The Chief Executive is responsible for implementing the policy within their areas of work, and for overseeing adherence by staff. Every member of staff should take personal responsibility for conforming to it.

## **Associated Policies and Procedures**

- Car and Driving Policy
- Car and Driving Procedure

***The equality impact of this policy has been considered and Dorset Mind believes that it complies with its commitment to equality as stated in its Equality Policy***

## Policy Ownership

Policy Name	Version	Doc ref
Mobile Phones Whilst Driving Policy	1.0	Mobile Phones Whilst Driving Policy

Policy Owner	Chair of Trustees
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## Approval Status

Date adopted by Trustees	February 2016		
Date published	February 2016	Date for next review	February 2018

*Consult the Dorset Mind website for the latest version of this policy.*

## Document Control

### Reviewers

Name	Position
Chris Price	Chair of Trustees
Ian Prankerd	Trustee
Jane Kilpatrick	Trustee

## Change History

Issue	Date	Author	Reason
1.0	Feb 16	Chris Price	New policy