

# GO GOODWINS COACHES LIMITED

## MOBILE PHONE POLICY

### DRIVING AND USE OF MOBILE PHONES

In view of the risks relating to the use of mobile phones whilst driving, the Company does not permit the use of mobile phones whilst driving a vehicle on Company business. Failure to follow this policy may result in disciplinary action being taken against you in line with the Company's disciplinary procedure.

It is an offence if you are found to be driving whilst using a hand-held phone or similar device. A "hand-held" device is something that is or must be held at some point during the course of making or receiving a call or performing any other interactive communication function, such as sending and receiving spoken or written messages, sending or receiving still or moving messages and providing access to the internet.

"Driving" is interpreted as being in control of a vehicle when the engine is running – even if the vehicle is stationary e.g. in a queue of stationary traffic or whilst waiting at traffic lights.

Making and receiving calls usually requires the driver to use keys or buttons, which means that full control of the vehicle may be impaired. In addition, telephone conversations can be stressful and may temporarily cause complete lack of concentration. For these reasons, you should not use a mobile telephone whilst driving. You should keep your mobile phone switched off when driving and use voicemail, a message service or call diversion.

You are encouraged to only use your mobile phone after you have stopped in a safe place and make and receive calls when parked and the engine of your vehicle is switched off. This does not include stopping on the hard shoulder of a motorway, which is for emergencies only.

### PERSONAL MOBILES

The Company does not permit use of personal mobile telephones unconnected to business use during working hours. Any calls or text messages on your personal mobile telephone should therefore be restricted to use during breaks and lunchtimes only. Your mobile telephone should be switched off during working hours and should people need to contact you urgently they must contact you through the main switchboard who will contact you. The Company also does not allow the use of hands-free kits whilst driving.

You are required to acknowledge safe receipt of this information by signing below, which confirms that you have read the above and understand this policy.