

# TRANSPORTATION YOU CAN RELY ON

P29 – Mobile Telephones/ Smart Phones/ Devices  
and Satellite Navigation Policy

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## P-29 Mobile Telephones/ Smart Phones/ Devices and Satellite Navigation Policy

### Scope

This mobile device policy applies to, but is not limited to, all devices and accompanying media that fit the following device classifications:

- Laptop / notebook / tablet computers such as iPads/ Satellite Navigation Systems
- Mobile / cellular phones / smart phones / PDAs/ Smart Watches
- Any mobile device capable of storing data and connecting to an unmanaged network

It is illegal to use a handheld telephone, recording device or other data receiver (including smartwatches or any related devices, 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 vehicle.

It is illegal to have the mobile device in your hand when in charge/ control of the vehicle at all times, even when stopped in standing traffic. The penalty for being caught with the phone/ device in your hand is a Mandatory £200 minimum Fixed Penalty Fine and 6 Penalty Points on your licence for a CU80 Traffic Offence.

As an HGV Professional this offence is deemed to be more serious in a truck than in a car and can also be referred directly to the Traffic Commissioner by the Police for a hearing. If you are involved in an accident and the cause was deemed to be distraction caused by use of a Mobile Device when in control of the truck, this could also result in an increased fine and/ or the loss of your vocational licence for up to 12 months on top of this.

Any driver caught and fined for this offence must inform the Transport Staff immediately, as this offence, for an LGV driver must be reported to the Traffic Commissioner by the Transport Manager and following an investigation, could lead to disciplinary action up to and including Summary Dismissal.

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

Any call taken whilst driving should be kept to an absolute minimum, or the phone left to go to message. Only when safe to do so and the vehicle is stationary and parked, should messages be checked and answered.

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.

The driver is solely responsible for deciding whether to answer the hands-free phone.

The company phone should be switched on during all working hours to enable messages to be left.



Company mobile phones/smartphones are for business use only. Excessive private calls/ texts/ emails/ internet access will be charged to the employee by deduction from wages following receipt of the itemised account.

Any misuse of company mobile phones may also be dealt with by potential disciplinary action.

### **Satellite Navigation Systems**

Drivers with satellite navigation devices should ensure that they have planned their journey prior to using the instrument as the instruments are not necessarily reliable.

The necessary information should be inputted into the system before starting to drive and alterations should never be made whilst driving. It is imperative that the driver knows the correct running height of their vehicle and trailer to avoid the chance of bridge strikes, if diverted from the normal route for any reason. This is a legal requirement in the UK and the height indicator is part of your daily pre-use checks.

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 safety observations whether the device is being used or not.

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

Any misuse of these devices may result in disciplinary action being taken in accordance with the disciplinary procedure.

The purpose of this policy is to define standards, procedures, and restrictions for end users who have legitimate business requirements to use a private or a provided mobile device that can access the organizations electronic resources.

### **Policy Statement**

It is imperative that any mobile device that is used to conduct business on behalf of the organization is utilized appropriately, responsibly, and ethically. Failure to do so will result in immediate suspension of that user's account. Based on this, the following rules must be complied with:

- Prior to initial use on the organizations network or related infrastructure, all mobile devices must be registered.
- All mobile devices must be protected by a strong password. See the organizations password policy for additional details.
- All users of mobile devices must employ reasonable physical security measures. End users are expected to secure all such devices used for this activity whether they are in use and/or being carried.
- In the event of a lost or stolen mobile device it is incumbent on the user to report this immediately.



Approved by:

Damian McLanachan

Managing Director

McLanachan Transport

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