

YOUR LOGO HERE



Mobile Phone, Speed & Distraction Policy

Version: 1.0 | Issue Date: 2026-07 | Review Date: 2027-07

Approved by: Alex (Operator) | Taylor (External Transport Manager)

Company Commitment Statement

SampleCo is committed to maintaining the highest standards of safety, compliance and environmental responsibility.

We recognise that driver distraction and inappropriate speed are leading causes of road collisions. Our company operates a strict policy to eliminate distractions, ensure speed compliance and promote safe driving behaviour.

1. Purpose

This policy outlines SampleCo's procedures for preventing distraction while driving and ensuring all drivers comply with speed limits and company expectations for safe vehicle operation.

2. Scope

This policy applies to:

- All drivers operating SampleCo vehicles, including HGVs, trailers, agency drivers, subcontract drivers and any person authorised to drive on behalf of the Company.
- All journeys undertaken on public roads, customer sites, private premises and any location where company vehicles are operated.
- All use of mobile phones, electronic devices, and in-cab technology.

3. Legal Compliance

This policy complies with:

- Road Traffic Act 1988
- Road Vehicles (Construction and Use) Regulations 1986
- Road Traffic Offenders Act 1988
- Highway Code
- Health and Safety at Work etc. Act 1974
- Goods Vehicles (Licensing of Operators) Act 1995 and Operator Licence undertakings.

YOUR LOGO HERE



4. Responsibilities

Operator (Alex)

- Ensure the company maintains effective systems to prevent unsafe driving practices.
- Promote a zero-tolerance approach to mobile phone misuse, speeding and driver distraction.
- Ensure appropriate action is taken following reported breaches.
- Ensure driver training, resources and compliance arrangements are maintained.
- Review driver behaviour concerns, speeding offences, mobile phone offences and distraction-related incidents through the company's compliance monitoring process.

External Transport Manager (Taylor)

- Provide professional transport compliance advice and oversight.
- Monitor compliance systems and review driver safety performance.
- Support investigations into serious incidents, speeding offences or driver behaviour concerns.
- Provide guidance on legislative requirements and improvement actions.

Drivers

- Must not use hand-held mobile phones, tablets or other devices while driving.
- Must not read, send or respond to messages or emails while driving.
- Must comply with all speed limits and site restrictions.
- Must report any incidents, penalties, collisions or unsafe driving concerns immediately to the Operator.
- Must ensure sat-navs, route information and other devices are set before starting a journey.

5. Arrangements

Mobile Phones:

- Drivers must not hold, operate or interact with hand-held mobile phones or electronic devices while driving, including when temporarily stationary in traffic or at traffic lights where the vehicle remains under their control.
- Under UK law, it is illegal to use a hand-held mobile phone or device while driving or riding a vehicle. This includes making calls, sending messages, scrolling, taking photographs, using apps or any other interactive communication function.
- Drivers must park safely and switch off the engine before making or receiving calls.
- Drivers must remember that hands-free does not mean risk-free. Conversations should be avoided where they may affect concentration, particularly during complex manoeuvres, heavy traffic, poor weather conditions or hazardous driving situations.

YOUR LOGO HERE



- Mobile devices must not be programmed, held, or adjusted while the vehicle is in motion.

Drivers must not make or receive telephone calls while the vehicle is moving, including through a hands-free system, except where necessary to contact the emergency services and it would be unsafe or impracticable to stop.

Other In-Vehicle Distractions:

- Eating, drinking, smoking, or adjusting in-cab entertainment systems while driving is not permitted.
- Personal electronic devices must be securely stowed during vehicle operation.
- Sat-navs or telematics devices must be pre-programmed before departure.
- Drivers must stop driving immediately if they become fatigued and take an appropriate rest break before continuing their journey.

Safe Driving:

- Drivers must remain particularly aware of vulnerable road users including pedestrians, cyclists and motorcyclists, especially in urban areas, during manoeuvring and at junctions.

Speed Management:

- Drivers must adhere to all posted speed limits, including site and depot restrictions.
- Speeding offences are treated as serious misconduct and may lead to disciplinary action.
- Any speeding offences, fixed penalty notices or other driving-related penalties must be reported immediately to the Operator and recorded within company compliance records.
- Tachograph data, where applicable, will be reviewed to identify speeding events, driving behaviour concerns and compliance issues.
- Speed limits must always be observed regardless of delivery pressures, customer expectations or scheduling requirements.

Monitoring:

- Feedback from roadside checks, client reports, driver reports, tachograph monitoring, infringement records through Convey, vehicle inspections and telematics (where fitted) will be used to identify unsafe practices.
- Repeated issues may lead to retraining or disciplinary procedures.

YOUR LOGO HERE



6. Communication & Training

- This policy is discussed during driver induction and reinforced through annual refresher training.
- Toolbox talks and safety briefings will regularly cover distraction management and speed awareness.
- Policy reminders are displayed in the operating centre and in all vehicles.
- Training completion and refresher requirements are recorded within the company training matrix.

7. Reporting Breaches

- Drivers must report any infringement, penalty or incident involving mobile phone use or speeding to **Alex** immediately.
- All breaches are logged and investigated by the Operator, with support from the External Transport Manager where required.
- Corrective actions, including coaching, retraining or disciplinary measures, will be applied as necessary.
- Breaches identified through tachograph analysis, enforcement checks or company monitoring systems will be investigated and recorded.

8. Records

The Company retains records relating to:

Driver training and toolbox talks.
Speeding offences and investigations.
Mobile phone or distraction-related incidents.
Corrective actions and retraining.
Driver behaviour monitoring.

Records are retained within the company's compliance records and made available for audit or inspection where required.

9. Policy Availability

This policy is available at the operating centre and included in each driver's handbook. Copies are provided to auditors, clients and enforcement officers upon request.

YOUR LOGO HERE



10. Monitoring and Review

Feedback from roadside checks, client reports, driver reports, **tachograph analysis**, infringement records through Convey, vehicle inspections and telematics (where fitted) will be used to identify unsafe practices.

This policy will be reviewed annually in July or earlier if legislation or operational practices change.

11. Related Documents

Road Risk & Safe Driving Policy

Driver Performance & Monitoring Policy

Fines, Penalties & Cost Recovery Policy

Policy issue and digital acknowledgement

This controlled PDF is issued through Keep Compliant. Each recipient must use their individual secure link to read and acknowledge the policy.

Keep Compliant retains the recipient, policy version, issue time, reading-time evidence, acknowledgement and any later reissue. A paper signature page is not part of this controlled policy.

Acknowledgement records receipt and understanding. It does not replace instruction, training, supervision or the duty to raise questions before carrying out relevant work.

Generation ID: SAMPLE-DOCUMENT-ID / *Generated:* SAMPLE-GENERATED-DATE