



# **POLICY**

## **MOBILE PHONES**

### **Use of mobile phones in vehicles**

The Government revised the legislation relating to the use of mobile phones while driving. From 27th February 2007, it is a specific offence to use a hand-held phone, or similar device, when driving. The penalty will be a £60 fixed penalty or up to £1,000 on conviction in court (£2,500 for drivers of goods vehicles, buses or coaches) plus 3 penalty points on the licence.

Hand held mobile telephones, unless making a 999 call, can only be used when a vehicle is parked safely with the **engine switched off**.

The use of any mobile telephones (including cradle type / ear-piece hands free) whilst driving during Authority time or on Authority business is not permitted. Employees must not answer or use mobile telephones whilst driving and must find a safe place to park and turn off the vehicle ignition making or receiving calls, or checking for messages or missed calls.

The only exception to the above policy is for properly fitted hands free kits (i.e., fitted by a competent person with fixed speakers and microphones, or Bluetooth earpiece kits). These can be used whilst driving in Authority time.

In the interests of safety, it is strongly recommended that employees adopt this same policy for use of personal mobile telephones when driving their own vehicles in their own time.

### **Use of Town Council mobile phone for personal use**

Staff are not to use Town Council mobiles for personal calls unless in an emergency, which should be cleared with a supervisor either before or as soon after as practical. A written note must then be sent to the Finance and Administration Manager immediately to advise of the number called, the reason for the call and the approximate duration of the call.

### **Calls to be of minimum length**

All business calls should be kept to a minimum length to avoid excessive call charges for the Town Council. Calls should be for Town Council business and any other conversation during the call should be kept to a minimum.

All calls made to the Town Hall must be made to the mobile phones kept in the office and not to the land line phone. Also all calls made to the outside staff via the office must be made on the mobiles, as these calls are free.

### **Texts**

Text messages are only to be sent for work purposes, the phones are not to be used to send personal texts.

### **Town Council Mobile Phone holders**

Town Council employees who are given a Town Council mobile phone are required to have this switched on at all times whilst at work for health and safety and business efficiency reasons.

Those staff who are on call must ensure that the phone is to hand and turned on at all times whilst on call.

It is the responsibility of all Town Council phone users to ensure the safety of their phone and to ensure it is charged and available for use when required.

**Failure to comply with this policy may be treated as misconduct which could lead to reprimand, disciplinary action or even dismissal.**