



Bournemouth Council for Voluntary Service

Registered charity No. – 108381 Company Reg'd in England & Wales No. 4024662

Boscombe Link, 3-5 Palmerston Road, Bournemouth, BH1 4HN

Tel & Fax: 01202 466130

email: contactus@bournemouthcvs.org.uk

6A. BCVS POLICY REGARDING THE USE OF MOBILE PHONES WHILST DRIVING

1. Purpose

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

2. Scope

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

3. Arrangements

- 3.1 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.
- 3.2 BCVS prohibits the use of hands-free telephones whilst a vehicle is being driven in connection with BCVS 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. BCVS will not contribute towards the cost of installing hands-free phone equipment.
- 3.3 Any penalties that may be incurred through illegal use of hand-held phones are not claimable on BCVS expenses.
- 3.4 Any staff in breach of this policy may be subject to action under the Disciplinary Procedure.

Risk assessment reviewed by P.Turner, Jan 2013

To be reviewed by Jan 2015.