



## GUIDANCE ON THE SAFE USE OF MOBILE TELEPHONES WHILE DRIVING

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**VERSION 1**

**NHS GRAMPIAN  
GUIDANCE ON THE SAFE USE OF MOBILE TELEPHONES WHILE  
DRIVING**

**This policy is also available in large print and on computer disk. Other formats can be supplied on request.**

**Please call the Corporate Communication Team on 01224 554400 for a copy.**

# NHS GRAMPIAN

## GUIDANCE ON THE SAFE USE OF MOBILE TELEPHONES WHILE DRIVING

### 1 LEGISLATION

The following guidance applies to staff who have been provided with a mobile telephone by NHS Grampian and also to staff who use their own hand held mobile telephone.

Legislation makes it an offence for drivers to use a hand held telephone while driving. The offence carries a fixed penalty and is likely to include penalty points. The regulations apply to the drivers of all motor vehicles, including cars, motorcycles, goods vehicles, buses, coaches and taxis.

### 2 DEFINITION OF DRIVING

The prohibition applies when driving. Driving times include when stopped at traffic lights or during other hold ups that may occur during a typical journey when a vehicle can be expected to move off after a short while.

### 3 HAND HELD TELEPHONES

Staff are advised that they should not answer their hand held telephone while driving on NHS Grampian business and are recommended to switch their telephone off. Where possible, staff should use voicemail, a message service or call diversion so that messages can be left when their telephone is switched off and are advised that they should park their vehicle safely and ensure that the engine is switched off before checking their messages.

Where staff do not switch their telephone off and receive a call while driving, they should park their vehicle safely and ensure that the engine is switched off before responding.

NHS Grampian will not ask any member of staff to make or receive calls while they are driving.

### 4 EXEMPTIONS

There is an exemption, under the legislation, for emergency calls to 999 (or 112) in the case of **genuine** emergencies where it is unsafe or impractical to stop

## **5 HANDS FREE FACILITY**

Provided that a telephone can be operated without holding it, hands free equipment is not prohibited by the new regulation. Pushing buttons on a telephone while it is in its cradle or on the steering wheel, for example, is not covered by the new legislation, provided the telephone is not held.

However, drivers are advised that hands free telephones are also distracting and that staff may still risk prosecution for failure to have proper control of their vehicle. If there is an incident, the use of any telephone or similar device may justify charges of careless or dangerous driving.

## **6 NHS GRAMPIAN LEASED CARS**

Leasing companies have advised that hands free telephone kits may be fitted on leased vehicles where this is considered to be necessary and in accordance with the requirements of the post. The assessed necessity should be confirmed through the normal management process. However, any damage to the vehicle incurred by the fitting, or subsequent removal of, accessories must be repaired, otherwise there will be a recharge at the end of the lease for the full cost of any repair.