



### **In-vehicle Communication Policy**

J Swingler Transport consider that nothing is so important that it cannot be done safely, the road safely being as important as health and safety on site.

The health and safety of our drivers, vulnerable road user and the travelling public is fundamental to our success. It is recognised and accepted that the use of In-vehicle communications whilst driving is the root cause of many Road Traffic Collisions on our roads today.

J Swingler Transport seek to minimise the potential of such risk and recognise that to facilitate our drivers to drive safely and within the law, they must give 100% of their attention to the road whilst driving.

The aim of this policy is to ensure that our drivers are the safest that they can be on the road, so as to embrace the primary importance that they must not be distracted whilst driving.

This policy prohibits any driver of a J Swingler Transport vehicle or approved sub-contractor whilst driving from:

- Manually activation or operation any in-vehicle technology e.g., safety cameras, laptops etc.
- Unlawful use of handheld mobile phones or handheld communication devices.
- Map reading
- Making and receiving personal calls, including use of phone keypad for any form of messaging & internet access.

If any of the above examples or similar are required, the driver shall find a safe place to stop, park, engage handbrake and switch off ignition prior to use of in vehicle communications as appropriate.

Carrying of passengers in vehicles are rare, however any passenger must be aware of road conditions and not distract the driver through inappropriate actions.

To adhere to this policy all drivers shall:

- Pre-set satellite navigation devices with the destination before driving commences.
- Place mobile phones in a secure mobile hands-free holder for emergency use only.

J Swingler Transport management have access to vehicle trackers which shall be monitored as to drivers whereabouts and when it is safe to make such a call to the driver. In an emergency a short call may be made/received via hands free only, asking a driver to find somewhere safe to stop and call back the office. Otherwise, all calls should be made whilst the driver is parked.

All employees have a responsibility to end any call if they believe the caller is driving.

This policy will be brought to the attention of all employees and subcontractors working on behalf of the Company and reviewed at least annually.

Signed:   
**Anthony Thompson**  
**Proprietor**

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Reviewed Michelle Woodward		Renewal due Jan 2025