Document: **JB-POLICY-023**	**MOBILE PHONE POLICY**

MOBILE PHONE POLICY

Introduction

The Road Vehicles (Construction and Use) (Amendment) (No 4) Regulations 2003 came into force on 1 December 2003. They amend the Road Vehicles (Construction and Use) Regulations 1986, by inserting Regulation 110 into the constructions and use regulations.

Regulation 110(1) and (2) prohibits a person from driving, or causing or permitting a person to drive, a motor vehicle on a road if the driver is using a held-hand mobile telephone or a hand-held device.

Any Jones Bros Ruthin (Civil Engineering) Co Ltd employee using a hand held mobile phone or device whilst driving on public roads or on site is committing an offence, portraying a poor company image and carrying out an unsafe act.

Drivers who use mobile phones:

- Are much less aware of what's happening on the road around them
- Fail to see road signs
- Fail to maintain proper lane position and steady speed
- Are more likely to 'tailgate' the vehicle in front
- React more slowly and take longer to brake
- Are more likely to enter unsafe gaps in traffic
- Feel more stressed and frustrated.

Research indicates that they are also four times more likely to crash, injuring or killing themselves and/other people. (RoSPA/DfT).

Driving a Vehicle or Operating Plant on Public Roads and Site

It is the policy of Jones Bros Ruthin (Civil Engineering) Co Ltd that using a hand held mobile phone or device whilst driving or operating fixed or mobile plant is **Strictly Prohibited**. If you have to receive, make a call or carry out any form of communication, find a safe place to stop. Switch the ignition off, let others know if necessary that you are making the call, then make or return the call. Hands free mobile phones are also subject to restrictions in this policy.

Hands Free

Hands Free Mobile Phone on Public Roads

Jones Bros Ruthin (Civil Engineering) Co Ltd supplies selected users with hands free mobile phones. In doing so, the company does not require or expect you to make or receive calls whilst driving.

- Drivers should only make or receive calls if they consider it safe to do so
- Drivers should keep the calls as short as possible
- If the driver believes it is unsafe to answer a call, it should be ignored. The driver should find a safe place to stop, switch the ignition off and return the call.

Hands Free Mobile Phone on Site

- Never make calls whilst driving within the site boundary
- Never receive calls whilst driving within the site boundary
- In both cases, find a safe place to stop. Switch the ignition off and make or return the call.

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Operating a Mobile Phone or Device When Walking On Site

If you need to make or receive a call on site, find a safe place and answer or make the call. Remain in the safe place whilst having the conversation. Do not walk about during a call.

General Guidance

Personal phone calls must be limited to recognised break times

Anyone who makes a call to a mobile phone should not expect it to be answered immediately. If the call is answered, the person initiating the call must immediately establish whether the other person is safe to talk.

Mobile phones must be switched off or ring tones disabled, to prevent disruption during formal training.

All levels of Manager must ensure that they:

- Lead by personal example
- Do not expect anyone to answer calls immediately
- Do not pressurise anyone to use their mobile phone in contravention of this guidance
- Plan journeys to include rest stops which provide opportunities to check messages and return calls.

Non-Compliance

The company disciplinary procedures will be followed if a member of staff does not comply with this policy.

Review

This policy will be reviewed annually and any changes made communicated to all employees.



Hefin Lloyd-Davies
Director
November 2025