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**MOBILE PHONE AND COMMUNICATIONS  
EQUIPMENT DRIVING POLICY**

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**Intelligent Training Solutions Pty Ltd**

**ABN 25 151 191 669**

# Policy Documentation

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**MOBILE PHONE AND COMMUNICATIONS  
EQUIPMENT DRIVING POLICY**

**1. Purpose**

Intelligent Training Solutions Pty Ltd (ITS) is committed to managing occupational risks inherent in our operations and to provide safe systems of work to prevent personal injury, illness, environmental or property damage.

In keeping with this commitment to employee safety and the prevention of unsafe acts, ITS has adopted the “Mobile Phone & Communications Equipment – Driving policy.

The use of communication equipment has become an essential business tool for most employees and contractors; however the use of a mobile/smart phone, or other communication equipment including Personnel Digital Assistants (PDA), tablet PCs or GPS units and the like while driving, presents a significant safety hazard which can divert concentration away from the task of driving. The consequence of an incident whilst driving with these types of distractions can result in serious injury or at worst, fatalities.

Therefore, without exception, conversations on mobile phones while driving are to be kept to a minimum regardless of whether hands-free kits are fitted to the vehicle. Data input to mobile/smart phones, PDA, tablet PCs or GPS units by the driver of a vehicle whilst it is in motion must not be performed under any circumstances.

**2. Definition**

“Driving” refers to being at the controls of a vehicle while it is in motion or at a stationary position amongst traffic or at traffic lights.

**3. Objective**

To ensure Mobile phones and communications equipment does not become a distraction whilst ITS employees or contractors drive company vehicles or private owned vehicles whilst on ITS business or whilst in the employ of ITS.

**4. Scope**

4.1. This policy applies to any person driving a company vehicle (tool of the trade or other) or use of personal vehicles for the purposes of conducting ITS activities.

4.2. The following points define the restrictions in relation to information technology (IT) equipment and other similar communications equipment whilst in control of a motor vehicle.

- **Mobile Phones**
  - No outgoing calls may be dialled while driving a vehicle or instructing a student of ITS.
  - Where a hands free kit is fitted to a vehicle Incoming calls may be answered whilst driving a vehicle with conversations kept to a minimum (eg a request to call back or receive directions)
  - Where calls require detailed or several dialog exchanges the driver or instructor must find a safe place to park the vehicle to continue the conversation.
  - Personal calls with ITS students in the vehicle is prohibited.
  - If there is no hands free or message bank capability the phone must be turned off.
  - SMS messages cannot be written, sent or retrieved while driving a vehicle or instructing an ITS student.
  - Upon receipt of the message bank prompt or SMS, the driver or instructor may pull over only if it is safe to do so to return the call.
  - All new vehicles within the ITS fleet will have Bluetooth capabilities, please ensure your mobile phone is paired prior to driving the vehicle.

## **5. Use of Company Phones**

All personnel who are issued with a company phone are required to adhere to the following:

- 5.1. Dealings with any party whilst using the company supplied phone will be in a professional manner at all times;
- 5.2. The staff member who is allocated a phone will have personal accountability for any misuse of phone.
- 5.3. Any restrictions on phones may only be lifted with senior management approval only.
- 5.4. All downloadable software including ring tones, games, etc... unless approved is banned from company phones.

Dated: 11<sup>th</sup> December 2012

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**Alexander Mueller**

**Director and Chief Executive Officer**

**Intelligent Training Solutions Pty Ltd**