

Documents and information you can refer to in the toolbox talk – look at these before you begin!

- The Highway Code: www.gov.uk/browse/driving/highway-code
- Using mobile phones when driving: the law: www.gov.uk/using-mobile-phones-when-driving-the-law
- Mobile Phones: think.direct.gov.uk/mobile-phones.html
- Mobile phones and driving: www.rospa.com/road-safety/advice/drivers/distraction/mobile-phones/
- Driving at Work: “Managing Work Related Road Safety”, INDG382, HSE, 2003, www.hse.gov.uk/pubns/indg382.pdf

1. Aim of toolbox talk

The aim of this toolbox talk is to communicate to drivers (including sub-contracted and agency drivers) the dangers of distraction whilst using in-cab technology such as satellite navigation, mobile phones or any other portable or fixed technology.

2. How this toolbox talk will help you

This toolbox talk will demonstrate the importance of not using mobile phones and other in-cab technology whilst driving. It will also demonstrate the consequences of using these devices whilst driving.

The talk will end with some questions, so listen up!

3. Reason why

Using a mobile phone, sat nav or any other portable or fixed technology whilst driving means that your attention is distracted from the road.

The facts:

- Studies show that drivers using a hands-free or handheld mobile phone are slower at recognising and reacting to hazards
- Even careful drivers can be distracted by a call or text – and a split-second lapse in concentration could result in a crash

The Law:

- It's illegal to use a handheld mobile when driving
- This includes using your mobile phone to follow a map, read a text or check social media. This applies even if you're stopped at traffic lights or queuing in traffic
- If you're caught using a handheld phone while driving, you'll get six penalty points on your licence (meaning a ban if you've passed your test in the last two years) and a fine of £200. Points on your licence will result in higher insurance costs
- The penalties for driving carelessly or dangerously when using a handheld or hands-free phone can include disqualification, a maximum fine of £1,000 (£2,500

if you're driving a lorry or bus), and up to two years imprisonment

4. Incentive

Avoiding using mobile phones and other in-cab technology whilst driving will ensure:

- Drivers are operating within the framework of the law
- Road safety is improved
- The likelihood of receiving fines and penalty points is reduced
- That you are helping to run a safe and legal operation

5. Whose responsibility is it?

It is your responsibility as a driver to make sure you do not use any in-cab technology whilst driving. You should never make or receive calls or send or read texts while driving.

6. Risks of using in-cab technology

Use of a hand-held or hands-free mobile phone when you're driving can lead to:

- Reduced awareness of what is happening around you on the road
- Failure to see road signs ahead
- Failure to maintain the proper lane position and a steady speed
- Slower reaction times and longer braking distances
- Greater risk of being involved in an incident/collision

As a driver you must never use a handheld or hands free phone whilst driving.

You should plan your journeys to include rest stops which allow you to check your messages and return any calls.

7. When can you use your mobile phone in your vehicle?

If you're the driver, you can only use your phone in a vehicle if you:

- Need to call 999 or 112 in an emergency and it's unsafe or impractical to stop
- Are safely parked

8. Questions to ask to ensure that the talk has been understood

1. What are the risks of using in-cab technology whilst driving?
2. What does the law state with regards to hand-held mobile phone usage whilst driving?
3. Whose responsibility is it to ensure you do not use any in-cab technology whilst driving?
4. When can you use a mobile phone in a vehicle?

Toolbox Talk – D5 In-cab technology

5. What is the penalty for using a mobile phone whilst driving?

9. Final summary

Never use a mobile phone whilst driving. Handling a mobile phone is illegal and, if caught, will mean points on your licence and a fine.

If you're a new driver having only passed your test in the last two years, you'll lose your licence.

Thank you for your time – and now I would like your feedback.