

Drivers are not to alter or modify company vehicles in any way without seeking prior approval. Personal radios, television or satellite navigation devices and similar devices should only be installed by a qualified vehicle electrician and then only when the installation is approved by the managing director.

Drivers should be aware that such items will not be covered by the Company's insurance policy for damage or theft. Individuals should ensure that they have sufficient additional cover on their household policy, or some other form of insurance.

a) In vehicle distractions

Portable in vehicle driving aids such as satellite navigation, speed camera detectors and mobile phones can be business-efficient but, simultaneously hazardous.

Vehicle manufacturers' standard fit systems are fitted to the highest standards in order to help drivers concentrate. But there are concerns about the fitting of aftermarket devices.

For example, satellite navigation systems and speed camera detectors can be fitted on a vehicle's dashboard or windscreen, often obscuring clear vision. Also, some systems can be adjusted by the driver, so diverting attention away from the primary task, that of driving safely.

Poor location of devices can also affect safety features, such as airbags, or injure the driver in a collision. Those without a dimmer light facility can also reduce driver vision at night. Incorrect fitting and placing of brackets for mobile phones, often at a driver's knee level, can be potentially lethal in a road crash. Therefore the company policy for drivers is the same as for additional attachments, described in the following paragraph;

- Drivers must obtain permission before any ancillary equipment is fitted to a vehicle.
- The positioning of after market equipment should be approved by the vehicle owner, including contract hire and leasing companies, as well being compliant with vehicle manufacturer guidelines.
- Retrofitted satellite navigation systems should not allow route changes to be made while the vehicle is moving and screen brightness should dim automatically when the vehicle's lights are on.
- Finally, drivers should restrict use of all in vehicle devices while driving.

b) Mobile Phone & Other Technology Safety Policy

With effect of the 1st December 2003, the Government introduced new legislation that made it an offence for a driver to:

- Speak or listen to a phone call on a hand held phone or other device.
- Send or receive text messages or Images.
- Use any hand held device to access data, including the internet.
- Hold any electronic device used for "accessing" oral, textual or pictorial communications.