

OTM driver mobile communications and personal electronic devices brief	Ref:	NR/L3/NSC/313/SP-2.04/AA
	Issue:	1
	Date:	05 December 2015
	Compliance date:	01 April 2016

1 General

This brief gives instructions on the permitted use of electronic devices that can be used to:

- Send and receive telephone calls
- Send and receive text messages
- Send and receive E-Mails
- Take photographs or video (Except where authorised and undertaken by a green cab pass holder)
- Receive and playing radio or TV signals
- playing games
- playing music in any form (tape/disc/MP3 etc)
- Access the internet or intranet

2 Definitions:

OTM driver - Includes: conductor driver, route learner present in driving cab, depot driver or any manager with current driving competence when performing the role of OTM driver.

Driving duties - Any time you are performing driving duties, or are in a driving cab from which the train is being driven or are on or near the line.

Exceptions -with the exception of where the driving controls are de-energised i.e the key out, for the specific purpose of contacting the signaller or a controller in accordance with the Rule Book or you are On or Near the Line whilst carrying out your duties.

3 Policy

This brief applies to:

- personally owned electronic devices; and;
- Any electronic devices supplied by Network Rail as part of your equipment.

The use of any electronic device, whilst performing driving duties, imparts an unacceptable increase of risk to safety of the line incidents occurring caused by distraction and misplaced attention.

Network Rail within this policy also aims to comply with the Rule Book communication requirements but in a strictly controlled and safe manner which does not import additional risk imparted into our operation.

Do not

- have any electronic device turned on whilst driving
- use any electronic device whilst driving
- attempt to retrieve any electronic device whilst driving
- use any electronic device whilst performing Personal Track Safety duties

Do:

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- Check that your electronic device are switched off, (not silent) before departing the mess room/signing on point when going to commence driving duties
- place your electronic devices so that they are out of reach
- not turn electronic devices back on
- not turn electronic device back on until
 - o you are relieved or have disposed/berthed your train or
 - o you need to use a mobile phone in accordance with the Rule Book module S4 or
 - o there is a failure/fault situation with your OTM
- Check you are in a position of safety before making any call whilst performing duties on or near the line

In addition:

- tell any person who is accompanying you in the cab to turn their electronic devices off, and
- do not allow any person to use any electronic devices in the driving cab unless the driving controls are de-energised.

Following rules and regulations:

The rulebook now includes the use of mobile phones for contacting the signaller.

The hierarchy for contacting a signaller is as follows:

1. Signal Post Telephone
2. NRN/GSMR
3. Mobile phone

The mobile phones should be used as a last resort when communicating with the signaller or controller. This also applies to any other Network Rail member of staff present in the driving cab as part of their duties in certain degraded working conditions.

If you need to use a mobile phone then you must:

- de-energise the driving cab, removing your key; and
- do not re-energise your cab until the communication has ended and the electronic device has been switched off.

You may also use the mobile phone to contact the signaller, control, maintenance control to report defective or failed equipment or in emergency.

4 Enforcement and Sanctions of this policy

Network Rail, through monitoring, unannounced checks and assessment will check that this policy is strictly adhered to at all times.

It is important to understand the risks of failing to adhere strictly to this policy. Such risks might result in a consequence such as:

- a serious safety of the line incident