

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

1 Purpose	1
2 Scope	1
3 Definitions	2
4 Roles and Responsibilities	2
5 Procedure	2
6 Records	4

1 Purpose

To reduce the risks associated with using a mobile personal electronic device as far as is reasonably practicable whilst allowing for their use in line with requirements of GE/RT8000, the Rule Book.

2 Scope

This procedure applies to any person employed by Network Rail or another company (TOC/FOC etc.) who, in the course of the legitimate execution of their duties, travel in a Network Rail driving cab.

It also applies to visitors undertaking a cab rides in Network Rail driving cabs.

It applies to Mobile Personal Electronic Devices, either privately owned or issued by Network Rail, capable of:

- a) sending and receiving telephone or video calls;
- b) sending and receiving text messages;
- c) sending and receiving E-Mails;
- d) taking photographs or video;
- e) receiving and playing radio or TV signals;
- f) playing games;
- g) playing music in any form, tape/disc/MP3 etc.;
- h) accessing the internet or intranet; and
- i) provide personal data, e.g. fitness, heart rate.

NOTE NRN and GSMR are not included within this procedure.

It does not apply to the use of Mobile Personal Electronic Devices by green or blue cab pass holders to take photographs or videos in Network Rail driving cabs.

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3 Definitions

Term	Explanation
Safety critical work	Any action that has the ability to affect the safe movement of an OTM. As defined in Regulation 23 of the ROGs 2006
Mobile Personal Electronic Device (MPED)	An interactive portable device as described in clause 2
Driving cab	The cab from which a driver is driving an OTM.
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.
ROGs	Railways and Other Guided Transport System (Safety) Regulations 2006
Line Manager	Any manager with staff or other managers who report to them

4 Roles and Responsibilities

4.1 Operations Standards Manager

Operations Standards Manager shall brief Operational Team Leaders on the contents of this procedure.

4.2 The Operations Standards Manager

The Operations Standards Manager shall make arrangements for this procedure to be included in OTM driver training.

4.3 Operational Team Leaders

Operational Team Leaders (OTLs) shall brief OTM drivers on the contents of this procedure.

5 Procedure

5.1 Personal or company Issue MPED

All staff shall be briefed on the requirements of this policy:

- during initial induction;
- during Summary Assessment Days (SAD) or through the company safety briefing process; and
- when initially issued with a company device.