



**MOBILE PHONE & RADIO SAFETY**

A mobile phone or radio can be a useful safety tool for calling road service, reporting accidents and in other emergencies. But a mobile phone or radio can also put you in danger if your conversations become more important than your driving.

The safest way to use a mobile phone or radio is with your vehicle stopped. If you must make a call from your vehicle, wait until you're stopped at a traffic light to dial, or better still, pull safely off the road, stop, then dial. Look for an easy exit to a rest stop, shopping center, normal curb parking or other area away from hazardous traffic. Stopping on the shoulder of the road can put you in danger.

If you must make a call from your vehicle, follow these recommendations to maximize your safety:

- Be sure your mobile phone or radio is easy to see and reach, out of the case and plugged in.
- Know your phone's or radio's buttons so you can keep your eyes on the road while dialing.
- If you have to dial while driving, dial the first three numbers, check the road, and then dial the rest.
- While on the phone or radio, check mirrors frequently and avoid note taking or looking for other reference material.
- Avoid making calls or using the radio in heavy traffic, in poor visibility (fog, rain, snow, and darkness), and if road conditions require excessive maneuvering (sharp turns, narrow roads).
- Avoid calls that require a high level of mental concentration or if you expect highly emotional exchanges.
- If you do a lot of phoning in your car, invest in a hands-free speakerphone.
- Know the emergency numbers (police, fire, cellular service) for your driving areas. Not all-cellular areas use 911.

It's best to use your mobile phone only for emergencies or to let people know your location or expected arrival times.

**A-1 Aluminum Radio Etiquette**

Please use the below guideline when using a company radio:

- Never shout someone's name over the radio. Use the following procedure to contact someone:
  1. Beep.
  2. Beep.
  3. Alert.
- Watch your language. It doesn't happen often but another frequency could pick up your conversations.
- Go private if necessary between yourself and the office. The customer doesn't always have to hear what is being said.
- When you radio into the office and are told to "STAND BY", that means we're on the phone. DO NOT keep talking because a potential customer can hear you and it's difficult to get their information.