

Updated: Updated 14/01/2025

# Assigned Phone And Communications

All guides and drivers have to continually familiarize themselves with the SOP and deliver services according to the standards of the SOP. Failing to do so will result in breach of contract.

<b>Assigned cell phone and communications</b>	
<b>Communication Procedures</b>	
A)	Use assigned cell phone to contact emergency services, other staff, and home office
<b>Phone Responsibilities</b>	
A)	If you are assigned a company cell phone for the day the phone is your responsibility to look after.
B)	After a day's activities the assigned phone needs to be charged to ensure enough battery life for the next day's work.
C)	Between the assigned hours 8:00 - 17:00 the assigned phone's location has to be on to ensure life 360 works, and for any emergency situations.
D)	Assigned phone is only to be used for company related searches and/or apps.

<b>Phone Apps</b>		
All apps that might be needed for a day's activity needs to be easy accessible on the home screen.		
1	Activitar	To access bookings made for the day of in the future. Contact details and name of clients or bookings agent Tracking of payments Checking clients in and signing the indemnity.
2	SPS SOS	In case of an emergency open up the app and tap the red button. Your location will then be sent to the authorities and home office. Help is on the way!
3	Life 360	Your assigned phone's location always needs to be switched on for life 360 to work. During work hours we need to be able to see your location incase of an emergency or if a guide or driver is out of reach.

5	Whatsapp	<p>Daily communications with the team and office.          Communications on the Scootours group needs to be acknowledged and answered.          Communicating with colleagues or the office has to be respectful.          Scootours whatsapp group is for team discussions and important information. One on one communication can be done directly to each other's contacts.</p>
6	Emergency numbers to be saved on phones	<p>SOS SATIB +27664774399          SOS Fire Franschhoek 021 808 8888          SOS Ambulance 10177</p>

<p><b>Assigned phone violations</b>          Any phone violations will be subjected to disciplinary review and will be dealt with accordingly.</p>	
1	NO Pornography on any work devices.
2	Social media on the assigned phone to be used for uploading our own content and work communications only.
3	No Gambling or any kind of betting with work equipment
4	No illegal downloads of any kind on your assigned work phone.
5	Phone location ALWAYS ON