


**CELLULAR TELEPHONE USAGE WHILE DRIVING****SECTION 5.18****Effective Date: October 15, 2015****Approved By: Governing Board.** 

The following have been established to ensure uniform transportation policies regarding the use of cellular telephones while on duty.

**DEFINITIONS:**

Personal Cellular Phone – Purchased by the employee and intended for personal use.

Business Cellular Phone – Purchased by Community Action Committee of Pike County for employee's business use.

**PROCEDURE:****Personal Cellular Phone Usage**

Employees whose duties include operating/driving an agency owned vehicle are expected to refrain from using cellular phones without a hands-free device while operating the vehicle. In addition, employees whose duties involve driving either a personal or agency owned vehicle during any part of any work day, are expected to refrain from using cellular phones while driving.

Personal cellular phones may be used before or after all scheduled shifts, during all scheduled breaks, at any time during scheduled shifts when the vehicle is not in operation and is not carrying any passengers, or during periods waiting for passenger boarding.

Personal cellular phones are not to be kept on the employee's person and must be stowed in a closed purse, handbag, or in a vehicle storage compartment.

Hands-free headsets are considered cellular phone accessories and therefore should not be worn while operating a vehicle.

Concealment of a cell phone and accessories on the person of any employee will be considered a violation of this policy.

**Business Cellular Phone Usage**

Use of a Business Cellular Phone is also prohibited while operating a personal or agency owned vehicle. All employees must ensure that the vehicle has come to a complete stop in an area not obstructing the flow of traffic before making or receiving a cellular phone call.

Employee and passenger safety should be the primary concern before conducting any business via a Business Cellular Phone.