

## **(company name) Cell Phone Policy**

**Purpose:** The purpose of this policy is to protect your safety by banning the use of cell phones and other wireless devices that may cause distractions that prevent you from concentrating on the safe operation of a motor vehicle and thus lead to accidents.

### **Rules for Drivers**

**Ban on Wireless Communication Devices.** When you are on duty and driving, you shall not use a wireless communication device of any type. This includes not only cell phones, but also mobile phones, text pagers, two-way radios and other wireless devices.

**Scope.** The ban on the use of wireless communication devices above applies:

- To all on duty employees while operating either a company or individually owned vehicle;
- To all wireless devices, whether owned by the company or by the employee; and
- To all conversations, whether personal or business related.

**Option 1:** The ban on using cell phones and other devices while driving applies to all devices, including the use of cell phones with hands-free headset.

**Option 2:** As an exception to this policy, employees may use cell phones and other wireless devices to conduct conversations when they drive as long as they use headsets and other hands-free devices. However, employees are strongly encouraged to keep calls as brief as possible and to pull off the roadways when conversations become technical or emotional in nature.

### **Handling Calls While Driving**

**Incoming Calls:** Make sure your phone has caller ID and or voice mail. If the phone rings, don't answer it unless and until you pull over into a safe spot – or let a passenger or voice mail answer the call. If it's urgent, you may accept or return the call, provided that you remain parked off the roadway. You may not resume driving until your conversation ends.

**Outgoing Calls:** You may not make outgoing calls while driving. If you want to place a call, pull over into a safe spot first.

### **Rules for Other Employees**

**Ban on Calling Employees Who Are Driving.** If you know that an employee is driving, do not call him on the cell phone or other wireless device.

**Procedures for Calling Employees Who Might Be Driving.** If you do not know if the employee is driving and the matter is urgent, you may place the call to the employee's cell phone but must immediately ask the person if he is driving. If the employee is in fact driving, hang up after telling the employee to call you back when he pulls over and stops the vehicle.

**Procedures for Receiving Calls from Employees Who May Be Driving.**

If you receive a call from employees who are on their cell phone or other wireless device, ask them if they are driving. If they are, tell them to pull over and call you back. Hang up the phone as quickly as possible.

**All Employees**

Violations of the foregoing rules will be considered a serious offence and may result in disciplinary procedures up to and including termination.

**Reminder:** The use of cell phones and other wireless devices while driving leads to distractions that can result in traffic accidents. So, while we cannot force you to adhere to these rules when you are on duty, we strongly urge you to do so for your own safety and well being and that of family, friends and other individuals on the roadways.

I have read and will abide by the conditions as stated in this document regarding the operation of any vehicle for company business and while conducting work at the company's workplace.

Name: \_\_\_\_\_

Date: \_\_\_\_\_