

# CELL PHONE POLICY

Accident statistics show that the use of cell phones while driving distracts a driver's attention from traffic conditions. To promote driver safety and to help reduce the possibility of vehicle accidents in connection with cell phone use, the parish/school has adopted the following **CELL PHONE POLICY** applicable to all employees and volunteers:

- Cellular phone calls, both incoming and outgoing, are not permitted at any time while driving a vehicle for business.
- Business includes travel between the employee's work site and external meeting locations, and between external meeting locations and the employee's work site.
- Accidents occurring while a driver is using a cellular phone may be considered preventable, and subject to disciplinary action.
- A cellular phone's voicemail feature should be activated to store incoming calls while driving.
- This policy applies to both hand-held and hands-free cell phones.
- All non-emergency calls should be made once the vehicle is safely parked.

I have read and understand the **CELL PHONE POLICY** of the parish/school, as outlined above. After signing and dating this document, **return to the bookkeeper at your location where this will be placed in your employee file.**

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**Employee/Volunteer Signature**

**Date**

**Employer:**