



Policy: Cell Phone/Electronic Device Use Policy

ChildNet Number: CN 002.024
Original Approved Date: June 16, 2010
Policy Revised Date(s):
Policy Sunset Date:
COA Standard(s): RPM 4.01

Statement of Policy:

ChildNet recognizes that employees are the organization's most valuable asset and are the most important contributors to continued growth and success. ChildNet is firmly committed to employee safety and takes every possible action to prevent workplace accidents.

Crashes attributed to driver distraction are quickly on the rise, in large part because of widespread use of cell phone and other portable electronic devices behind the wheel. Researchers across the country have found that response times and attentiveness while using a mobile device are as low as those of intoxicated drivers. To protect employees driving on company business as well as others on the road, ChildNet developed this Cell Phone/Electronic Device Use Policy, and procedures contained herein apply to all ChildNet employees as delineated.

Board Chair's Signature: _____

Date: _____

11/15/10



Procedure: Cell Phone/Electronic Device Use Policy

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Original Approved Date: June 16, 2010, August 22, 2014

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Definitions:

Cell phone (also known as a **mobile phone, smart phone, handheld cell** or **handset**) – a mobile electronic device that engages in telecommunications including voice calls, text messaging/short message service (SMS) and/or e-mail. Cell phones also may include features like complete Internet access, games, multimedia messaging service (MMS), instant messaging (IM) service, digital audio (MP3) players, cameras, radios and global positioning systems (GPS). Any device that engages in these functions is included in this policy.

Electronic device – For purposes of this policy, electronic device means any portable apparatus that involves user interaction. This includes, but is not limited to, laptops, GPS systems, MP3 players, cameras, pagers and personal digital assistants (PDAs).

Headset (also known as **hands-free**) – an extension of the cell phone either connected to the handset via cord or wirelessly through Bluetooth technology that allows the user to engage in voice communication without holding onto the cell phone itself.

Procedure:

Scope and Applicability

The Cell Phone/Electronic Device Use Policy applies to all employees of ChildNet who fit any or all of the following criteria:

1. Driving on ChildNet business in any vehicle, personal or otherwise
2. Driving a company car, whether on company business or not
3. Placing work-related calls, whether driving on company business or not
4. Using a company-issued cell phone or other electronic device while driving

The following procedures apply to all ChildNet employees falling under the conditions outlined above in **SCOPE AND APPLICABILITY**.



State Laws

ChildNet is not responsible for any traffic violations or parking tickets acquired by violation of city ordinance, state or federal laws regarding your driving habits and operation of your motor vehicle. Any ticket issued is the employee's responsibility, even if the ticket is issued while conducting business for ChildNet.

Note that cell phone driving laws vary greatly by state, and it is the employee's responsibility to be familiar with and abide by such laws. This is especially important for employees who travel on company business. Some states have laws banning all drivers from talking on handsets but permit the use of headsets. Others have laws prohibiting text messaging (sending, receiving and reading) while behind the wheel.

As of February 2010, no state has completely banned all types of cell phone use (handheld and hands-free); however, all ChildNet employees must comply with the company Cell Phone/Electronic Device Use Policy on top of abiding by any state or local regulations addressing the same matter.

General Procedures

1. Use of cell phones while driving is strictly prohibited – this includes all functions of the cell phone including, but not limited to, phone calls, text messaging/SMS, e-mail, MMS, Internet use, camera use, etc.
2. Use of electronic devices – including laptops, PDAs, cameras and pagers – while driving is strictly prohibited unless specifically outlined below.
3. Voicemail must handle all calls while driving, and calls may only be returned when stopped or pulled off the road.
4. Passengers making or taking calls for the driver is permissible provided the interaction does not affect the driver's performance.
5. Regular callers must be informed that you will not be available while driving and should be notified of the best times to call based on driving schedule.
6. Employees who receive calls from co-workers who are driving are obligated to ask that the co-worker call back at a more appropriate time.

Headset/Hands-Free Use

The use of headsets or hands-free devices while driving is permissible IF:

1. Device is pre-approved by ChildNet for use.
2. Use of the device does not cause distraction (i.e., fiddling with the device or taking eyes off road to get it to function properly).
3. Any dialing or use of the handset is handled while stopped or pulled to the side of the road.
4. Conversations do not interfere with the driver's ability to drive safely.
5. Road conditions are generally good and do not threaten your safety.



Emergency Calls

The only exception to the cell phone use policy is calls placed to 911. If placing or accepting an emergency call, keep it short and use a hands-free option if available. When receiving an emergency call, ask the caller to hold briefly until you can safely pull your vehicle off the road.

GPS Systems

ChildNet understands that sometimes, especially when traveling in unfamiliar areas, drivers require assistance with directions. GPS systems are extremely helpful devices, but they can also be distracting if used improperly. Employees must adhere to the following:

1. Mounted GPS systems may not block or obstruct the driver's view in any way.
2. GPS systems must be voice narrated and must not require that the driver look away from the road to follow instructions.
3. Employees may not program the system while in motion.
4. Programming or otherwise engaging with the GPS screen may only occur while stopped or while pulled off the road.

MP3 and Other Audio Devices

In some cases, worrying about music selection or touching dials and buttons on the radio, MP3 player or other audio device may be just as dangerous as cell phone use. It takes eyes and concentration off the road, which is not permissible under ChildNet policy. ChildNet does allow employee use of personal, portable audio devices. However, while the company does not want to eliminate the employee's ability to enjoy music while behind the wheel, they must follow these guidelines:

1. Employees may not take eyes off the road to adjust music settings.
2. Programming music settings while stopped, pulled off the road or before departing is permissible behavior
3. Employees may not under any circumstances use MP3 players or other handheld electronic audio devices with headphones – not only is it illegal in most states, it also impedes the driver's ability to properly hear warning signs, signals or sirens

President's Signature: _____

Date: 08-27-14



Cell Phone/Electronic Device Use Policy

The No. 1 on-the-job fatality is transportation incidents, and at ChildNet, it is our responsibility to enforce procedures that mitigate this risk. It is for your safety, the safety of ChildNet clients, as well as the safety of others on the road, that this Cell Phone/Electronic Device Use Policy has adopted.

All employees are expected to understand when this policy applies and follow all procedures. As technology evolves, ChildNet also expects employees to use common sense and err on the side of caution when assessing electronic device use while driving. ChildNet encourages all employees to take a proactive approach to road safety and expects employees to report any problems or known violations of this policy to their supervisor.

Prior to working on at ChildNet facility, each employee is expected to have read the entire Cell Phone/Electronic Device Use Policy, which includes

- Purpose
- Scope and Applicability
- Definitions
- Procedures
 - State Laws
 - General Procedures
 - Headset/Hands-Free Use
 - Emergency Calls
 - GPS Systems
 - MP3 and Other Audio Devices

If you have any uncertainty or questions regarding the content of these policies, you are required to consult your supervisor. This should be done prior to signing and agreeing to the ChildNet Cell Phone/Electronic Device Use Policy.

I have read and understand ChildNet's Cell Phone/Electronic Device Use Policy, and I understand the requirements and expectations of me as an employee. I agree to adhere to all provisions and procedures outlined in the policy, and I understand that failure to do so will result in discipline up to and including termination.

Employee Signature: _____ Date: _____