

Staff Cell Phone Use Policy

Subject: Staff Cell Phone Use Policy

Purpose: To establish guidelines for acceptable cell phone use

Guidelines:

In the interest of safety, employees are prohibited from using cell phones and other personal communication devices while operating CAT owned and operated equipment.

Below are guidelines for staff on ways to be compliant with this policy.

1. Cell phones are to be turned off and safely stored while operating CAT vehicles or equipment. Vehicles and equipment include, but are not limited to, buses, vans, service vehicles, carpool vehicles, rental cars, and other equipment.
2. Cell phone use is **not** permitted while a vehicle is on route or stopped at locations on route or while passengers occupy a CAT vehicle.
3. Cell phone use is **not** permitted while Operators are occupying the driver's seat of any CAT vehicle, even if the vehicle is stopped at the side of the road or at a designated stop.
4. Cell phone use **is** permitted while parked at the transfer centers. Drivers need to secure vehicle and step out of vehicle while on cell phone.
5. Cell phone use **is** permitted for Paratransit drivers stopped at pick up or drop off locations with a wait time of more than 15 minutes. Drivers need to secure vehicle and step out of vehicle while on cell phone.
6. Cell phone use **is** permitted during breaks or lunch periods or when there are no passengers in the CAT vehicle. Drivers need to secure vehicle and step out of vehicle while on cell phone.
7. Cell phone use **is** permitted by management and senior staff using hands free equipment only when responding to an emergency situation. Vehicle should be stopped in a safe location before using cell phone.
8. If emergency contact with employees is required, the office is available to contact persons operating CAT vehicles or equipment. If the office is closed, shift leaders and managers are available by cell phone contact. Contact numbers can be provided to immediate family for use in case of an emergency.

Violation of this policy is subject to disciplinary action, up to and including termination.