



Cellular Phone and Electronic Device Policy

**This model form/template must be customized to meet your Agency’s needs.**

Sample Cellular Phone and Electronic Device Policy

Name of District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All Employees:

The use of cellular phones and electronic devices while driving on District business is considered a dangerous distraction and is prohibited. Effective January 1, 2017, drivers in California are prohibited from holding their cell phones or electronic devices while they drive. The law prohibits holding a cell phone while driving for any purpose, including checking maps, texting, talking, or for any other reason.

California Vehicle Code Sect. 23123.5 and District policy provides that employees may only use their cell phones while they are driving if the phones are mounted on their dashes and are set up for voice activation or hands-free use. Systems that are embedded in the vehicle and installed by the manufacturer are exempted.

District policy restrictions on using cell phones and electronic devices include any distracting activity, including but not limited to taking photographs, researching data, accessing records, playing videos, checking maps, etc. It is dangerous to use a cell phone and electronic devices while driving. Employees who do so while in District vehicles or on District business can cause crashes that the District and/or individual may be held liable to others who are injured. If your job requires you to keep your cell phone or electronic device turned on while driving, you must safely pull off the road and stop driving before conducting business. Under no circumstances may a driver initiate a call, answer a cellular phone call, text message, or use an electronic device not in compliance with state law and District policy while driving a vehicle on District business.

Employee Review and Acknowledgement

Print name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_