

CELLULAR PHONE USE

Vacaville Unified School District requires the safe use of cell phones by employees who use them in the work environment and while conducting work related activities. Employees driving vehicles, using power tools or other potentially injurious equipment are to refrain from answering cell phones or using cell phones while operating vehicles or equipment.

Employees are required to obey all applicable state and local laws regarding cell phone use while driving. Employees must always use hands-free devices while driving motor vehicles.

Employees who use handheld cell phones while on company business must refrain from making or receiving business calls or sending or receiving text messages while driving. If an employee needs to make or receive a business phone call while driving, the employee should make sure the vehicle is stopped and parked in a proper parking area for the call.

Employees who use hands-free telephones may only make or receive calls when it is safe to do so. Employees may not send or receive text messages, must keep business conversations brief while driving, and must stop the vehicle and park in a proper parking area if the conversation becomes involved, traffic is heavy, or road conditions are poor.

Employees under age 18 may not use any mobile device while driving (this includes, but is not limited to, cell phones whether or not equipped with a hands-free device, pagers, two-way messaging devices or any handheld device, or laptop computer with mobile data access.)

The law provides in an emergency situation, such as a traffic accident, employees may find it necessary to make calls to a law enforcement agency, a medical provider, the fire department, or other emergency services agency.

Employees who are charged with traffic violations resulting from the use of their phone while driving shall be solely responsible to the extent allowed under the law for all fines, penalties, and liabilities that result from such actions.

Employees who violate this policy are subject to appropriate disciplinary action.