

Cell Phone and/or Electronic Device Usage in a Vehicle

Policy Statement

Subset: Safety

Subset: Cell Phone Use Policy

This Cell Phone Usage in a Vehicle policy applies to any device that makes or receives phone calls, leaves messages, sends text messages, surfs the Internet, or downloads and allows for the reading of and responding to email whether the device is town supplied or personally owned.

An employee who uses a *town-supplied device or a town-supplied vehicle* is prohibited from using a cell phone or similar device while driving, whether the business conducted is personal or town related. This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to your employment; the business; our customers; our vendors; volunteer activities, meetings, or civic responsibilities; performed for or attended in the name of the town; or any other company or personally related activities not named here while driving. **To safely use your cell phone or similar device you are required to stop your vehicle in a safe location.**

In addition, the Town of Roxbury prohibits employee use of personal cellular phones or similar devices *in a personal vehicle, for business purposes related in any way to our town while driving.* **To safely use your cell phone or similar device you are required to stop your vehicle in a safe location.**

Employees who violate this policy will be subject to disciplinary actions, up to and including employment termination.

I have read and understand this policy and I agree to adhere to this policy.

Name (Please Print)

Signature

____/____/____
Date

Date Issued: October , 2009

Date Revised:

Adopted by Selectboard on October 5, 2009

Town of Roxbury: Related Policy Statement
Subject: Safety
Subset: Cell Phone Use

Please make note: There are many States that have laws that prohibit talking on a cell phone and other States that specifically prohibit texting on a cell phone or other computer device.

Attached are the Laws by State:

http://www.ghsa.org/html/stateinfo/laws/cellphone_laws.html