

Risk Management Division's

Recommended Guidelines For Policy On Cell Phone Use In Vehicles

As a general rule, the use of State-owned and personal cellular phones on-the-job and while operating a moving vehicle has restrictions/guidelines for use due to the distraction and lack of concentration presented to safe work performance:

- ❑ Whenever possible, use your cellular phone when parked, or have a passenger use the phone.
- ❑ If your phone rings when you are driving - especially during hazardous road and/or heavy traffic conditions -- let your cellular voice mail service take the call and listen to the message later when you are parked, or pull over before answering, if traffic conditions permit.
- ❑ Make sure the phone is easy to see and reach: Place your cellular phone in your vehicle where you can grab it without removing your eyes from the road.
- ❑ Suspend conversations during hazardous driving conditions or situations.
- ❑ Let the person you are speaking to know you are driving and that the call may need to be suspended at any time.
- ❑ As a driver, your first responsibility is to pay attention to the road. Conversations should be kept to an absolute minimum. Do not read, look up an address, look up phone numbers, or attempt to write or take notes while driving.
- ❑ Attempt to dial and place all calls when you are not moving.
- ❑ When possible, plan your calls before you begin your trip, or call when your vehicle is parked at a stop sign or red light. If you absolutely need to dial while driving, assess the traffic and dial only a few numbers at a time.
- ❑ Learn and use the pre-programmed number dial features of your phone. Practice using this feature for commonly dialed numbers before driving so you are familiar with the procedures.
- ❑ Do not engage in stressful or emotional conversations while driving. A stressful or emotional phone conversation while driving is distracting and potentially dangerous. If necessary, suspend the phone conversation.
- ❑ Use your cellular phone to call for help or to help others in emergencies. However, do not place yourself or others in danger while doing so. If you see an auto accident, crime in progress, or other serious emergency where lives are in danger, call 911 and give the exact location and information to fire, police or ambulance personnel.
- ❑ Refrain from using the cellular phone while operating a moving and/or in-gear motorized off-road maintenance/construction type equipment, unless the equipment has been properly stopped and taken out of gear or turned off.
- ❑ Refrain from using the cellular phone while at any work site during which the operation of a cell phone will be a distraction to the user and/or may create an unsafe work environment. Examples of such work sites include but are not limited to: road repair, maintenance, and construction, operating or repairing energized equipment such as electrical panels, motors, or energized circuits. Such work sites must be secured or the cell phone used only by an employee while out of harms way of such work environments.