

Cellular Telephones

The Board authorizes the issuance of District cellular telephones (cell phones) to staff designated by the District for business telephone calls. At the time a designated employee accepts a District cell phone, he or she shall provide written assurance that the employee has read and understands the rules associated with District cell phones.

General Procedures

- It is against the law to operate a vehicle while using a cell phone, therefore the use of personal or district cell phones while driving a district vehicle or while conducting District business is strictly prohibited. This prohibition includes all functions of the cell phone including, but not limited to, phone calls, text messaging/SMS, e-mail, MMS, Internet, camera use, etc.
- Voicemail must handle all calls while driving, and calls may only be returned when stopped or pulled off the road.
- Passengers making or taking calls for the driver is permissible provided the interaction does not affect the driver's performance.

Headset/Hands-Free Use

The use of headsets or hands-free devices while driving is permissible IF:

- Use of the device does not cause distraction.
- Any dialing or use of the handset is handled while stopped or pulled to the side of the road.
- Conversations do not interfere with the driver's ability to drive safely. In cases of negligence or loss, employees may be held responsible for the replacement of the employee's assigned District cell phone.

A violation of this policy could result in discipline. If an employee's violation is found to have been unsafe, accelerated discipline may be considered.

Richland School District #400

Adopted: 12/9/97

Revised: 12/13/05

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