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## Employee Handbook Policy Amendment/Clarification

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### Overview

Distracted driving remains one of the leading causes of crashes and incidents regarding the operation of both personal and commercial motor vehicles. This policy clarification amendment is specific to the use of ANY unauthorized audio/visual device while operating company vehicles and will serve as documentation of disciplinary levels for violation of established policy.

### Definition

A mobile communication device includes, but is not limited to a hand held cell phone, "blue tooth" apparatus, PDA, I-Pad, I-Pod, Nextel, Walkie-Talkie, and any keyboard, touch screen or push button device that may be capable of voice or text activation for communication, internet access, or audio/visual play, or any hands free device capable of the same.

### Guidance

#### School Bus Division

Drivers are only permitted to utilize company installed on-board, two-way radios or other communication device in accordance with company policy 9.8.1 and 9.8.2. The possession of any audio/visual or navigation devices in the driver's compartment is prohibited.

#### Motorcoach/Transit/Para Transit/Shuttle and All Other Divisions

Should communication with a driver be necessary, Dispatch may initiate a message via company installed audio/visual communication equipment for the driver to call in when safe for the driver to pull over and do so. Dispatch will adopt the following code regarding contact with a driver; Dispatch will ring the driver's phone once to contact Dispatch at their next scheduled stop; twice to alert the driver to call immediately after safely pulling over and parking the vehicle.

### Policy

Effective immediately this policy shall be in effect and the governing procedure regarding use of the above listed devices. Federal and state laws prohibit the use of hand held mobile devices. (company name) policy regarding the use of mobile communication and audio/visual devices is established and prohibits the use of any unauthorized mobile communication/audio-visual devices while operating any company vehicle.

This document will further serve as clarification of existing policy for disciplinary actions relative to any violations within the school bus division. The provisions of this policy shall not apply to use of a hands free device when on a company call, while operating a non CDL/non-revenue vehicle. Drivers of these vehicles must adhere to and obey specific state laws with regards to the use of mobile communication devices.

This policy will be strictly enforced and the following disciplinary action will result for any violation:

#### First Offense

Texting or utilizing any keyboard type device, with or without an accident – Termination

Usage of any device when operating a school bus/STV with passengers - Termination

Usage of any other device:

- With an at-fault or preventable accident – Termination
- Without an accident, but with a law enforcement Citation or Inspection – Termination
- Without an accident/citation/inspection – Written final warning, Two day unpaid suspension, Counseling with Directors of Safety and Operations.

#### Second Offense:

Usage of any device, with or without an accident - Termination

### Acknowledgement of Receipt

Driver Name (PRINT) \_\_\_\_\_

Driver Signature: \_\_\_\_\_ Date: \_\_\_\_\_