Cell Phone Policy Template

Cell phones and other electronic devices are not to be answered, viewed, or dialed at any time a vehicle is in motion. Cell phones ear pieces and microphones or hands-free devices are not to be worn at any time when the vehicle is in service. Personal cell phone use will only be allowed on layovers and approved breaks.

While on layovers you are still in service and passengers with questions are not to be ignored. In cases of personal emergencies, your supervisor should be notified.

Agency provided cell phones are for emergency use only. They are only to be activated to dial 911. Vehicle operators may only use these phones to contact police or fire and rescue for an emergency when the time delay in contacting the agency will result in adverse affect on the health and safety of the passengers and operator or extreme property damage. As soon as possible after using a cell phone to call 911, the driver must inform the organization/agency of the nature of the emergency.

NOTE: Policy is to be put on Organization Letterhead and signed and dated