

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION D: STAFF AND VOLUNTEERS**

USE OF MOBILE WIRELESS COMMUNICATION DEVICE WHILE DRIVING FOR WORK PURPOSES	PROCEDURE
EFFECTIVE: 2009 10 28 / 2015 04 28	

ADMINISTRATIVE PROCEDURES:

1.0 Responsibility

- 1.1 Human Resource Services will alert new employees to this policy at point of hire.
- 1.2 Information Services will also remind employees of this policy when they issue hand-held devices.
- 1.3 With respect to this policy, supervisors will orient employees and ensure compliance.

2.0 Expectations

- 2.1 No employee shall operate a mobile wireless communication device in a hand-held manner while driving; this includes devices that are the personal property of the employee when they are driving for work purposes. In the course of driving for the purpose of work activities no employee shall use a mobile wireless communication device in a hand-held manner to engage in activities which include but are not limited to:
 - a) Receive or make a phone call ;
 - b) Text message;
 - c) Surf the Internet;
 - d) Check phone messages; and
 - e) Receive or respond to email.
- 2.2 No employee shall, while driving, have an operational electronic screen that is visible to the driver, other than a global positioning system device.
- 2.3 If using mobile wireless communication devices in the hands free mode while driving the operator controls will be set prior to driving with the intention of eliminating distraction.
- 2.4 If an employee and/or volunteer is transporting students there is absolutely no use of any mobile wireless communication device in any form permitted except under the following conditions:
 - a) The device is being used in a hands free manner as a global positioning system device;
 - b) In the event of an emergency situation while driving that would result in danger to the driver's safety, or the safety of others if not corrected without delay, and it requires the use of mobile wireless communication devices to call (fire, ambulance or police) the employee shall:
 - i) Pull over safely if conditions allow;
 - ii) Keep call as brief as possible telling other party that you are on the road; and
 - iii) End conversation immediately if driving condition or situation should become hazardous.

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3.0 Additional Information

- 3.1 The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.

4.0 Definitions

Mobile Wireless Communication Device – a device capable of voice and data communication and includes but is not limited to the following device classifications:

- Cellular phones
- Smart phones (e.g. iPhone)
- Any mobile device capable of mobile wireless voice and data communications