

Agency Name
Transit Policies and Procedures

Subject	Cellular Phone Usage
Section	Personnel
Effective Date	
Approved By	
Approval Date	

Purpose

Develop a policy regarding the use of cellular phones while on duty.

Definitions

Personal Cellular Phone: A cellular phone that was purchased by the employee and intended for personal use only.

Business Cellular Phone: A cellular phone that was purchased by the Agency and intended for business use only.

Procedure

Create a written policy regarding employee cellular phone usage while on the job. The policy shall prohibit employees from using personal and/or business cellular phones while operating an Agency vehicle. Before an operator makes or receives a call on the business cellular phone, the Agency vehicle must come to a complete stop and be parked in an area not obstructing the flow of traffic. Texting, emailing, or any other use of cellular phones is not allowed while a vehicle is in service.

Business cellular phones that are assigned to an employee are for business use only. A business cellular number shall not be distributed with the intention of receiving personal calls. Internet use on a business cellular phone is prohibited except for checking Agency emails. Providing the business cellular phone number to passengers is prohibited unless authorized by the Agency director.

Personal cellular phones and accessories including hands-free headsets may only be used before or after shifts, during breaks, or during downtime. Personal cellular phones and all accessories must be stored in a vehicle compartment or closed bag while the Agency vehicle is in revenue service. Cellular phone and/or accessories concealed on an employee will be considered a violation of this policy.

Responsibilities

All employees are responsible for enforcing and complying with this policy.