

## **CELL PHONE POLICY**

**Alexander County Government  
Cell Phone Policy**

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**I. Purpose**

- A. To provide information to our employees on precautionary measures to follow when driving and using a cell phone. This policy is written to help ensure the safety of employees and the public.

**II. Scope**

- B. This policy applies to all of our drivers when a cell phone is utilized while driving.

**III. Introduction**

- A. Driving can be difficult enough even when you concentrate completely on the road. But driving while you dial a phone or balance it to your ear can be distracting and potentially dangerous. Cell phones may be convenient for those who own them but, if not used properly, drivers with cell phones are a danger to themselves and everyone on the road.
- B. The New England Journal of Medicine has released a study that reports that cell phone usage while driving increases the potential of accidents 400%, or about the same as driving while intoxicated. With this in mind, we have developed the following lists of precautionary measures that should always be followed by our drivers when using a cell phone:

**IV. Policy**

- A. Get to know your cell phone's features such as speed-dial and redial. Use these features to avoid the distraction of dialing numbers while driving.
- B. Always use hands-free devices, such as ear/mike accessory, speaker phone and/or phone cradle (accessories will be provided for county owned phones only. It is the responsibility of the employee to provide accessories for personal cell phones).
- C. Position the cell phone within easy reach. The phone should be installed as near as possible to the driver's line of vision so eyes are diverted from the road for the least amount of time.
- D. If possible, place the calls when you are not moving or before pulling into traffic. If you have passengers, let them dial numbers for you.
- E. Assess the traffic situation before placing or receiving calls, making sure you are fully aware of road and vehicle distractions.
- F. Make it clear to the person you are speaking with that you are driving and may need to interrupt the call to respond to traffic situations. Hang up or to discontinue the telephone

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- conversation without warning in precarious traffic situations. You can always explain later why you disconnected.
- G. Suspend cell phone use during hazardous driving situations, including congested traffic or bad weather.
  - H. Never take notes or look up information while driving. If necessary, find a rest area or other safe place to pull off the road and focus on your call.
  - I. Do not engage in stressful or emotional conversations that may divert your attention from the road.
  - J. Keep any necessary conversations brief.
  - K. Develop ways to get free of long-winded conversations that may divert your attention from the road.
  - L. Don't use the cell phone for social visiting while you drive.
  - M. Refrain from placing or receiving unnecessary calls. Allow voice mail to handle your calls and return them when it is safe and convenient.
  - N. Remember! Safe driving is the top priority. Actively compensate for the potential distraction created by cellular phone use, move to slower travel lanes, increase your following distance, and frequently check your mirrors to assess the immediate driving situation.