**Sample Usage of Wireless Communication**

**Devices While Driving Policy**

Employees are prohibited from using any cell phone, PDA or any wireless communication system (whether or not it is owned by the county) while:

1. operating any county owned vehicle, including off-road heavy equipment, at any time, to include both working and non-working hours;
2. operating any vehicle, including off-road heavy equipment, not owned by county while in the performance of his/her duties;
3. operating any vehicle, including off-road heavy equipment, while engaging in *any* business related to county operations.

Employees who must utilize cell phones, PDA or any other wireless communication system shall do so only after safely exiting traffic and parking the vehicle safely off the road. The vehicle shall remain parked off the roadway until all communication has been completed.

If the Appointing Authority determines the use of such communication and devices is a vital necessity of performing one’s job duties, the employees may be authorized to utilize the devices with a hands-free option.

In no circumstances may a county employee type, text or read any cell phone, PDA or any wireless communication system while operating any vehicle as described herein.

Employees who violate this policy and are involved in accidents or charged with traffic violations caused by or resulting from the use of a cell phone, PDA or wireless communication system while driving, are solely responsible for liabilities that result from such actions and are acting outside the line and scope of their duties.

In addition to compliance with this policy, all employees are expected to follow applicable state, federal and local laws or regulations regarding the use of cell phones and PDA’s at all times.

*Discipline:*

*Failure to follow this policy shall……(each county will need to provide for discipline for those found to be violating the policy.)*