

Cell Phone Use Policy

In accordance with California laws, except in the case of an emergency, you are required to use a hands-free device when using a cell phone (personal cell phone or company cell phone) while operating a motor vehicle. Employees should only use cell phones while driving when it is required for company business. Whenever feasible, you should safely pull off the road to use a cell phone.

Employees are prohibited from texting at any time while operating a vehicle on company business.

Employees under the age of eighteen are prohibited from using a cell phone at any time while driving.

Employees are prohibited from using the camera feature on their cell phone or wireless handheld device for non-business purposes.

Nonexempt employees must have prior approval before using their cell phone or wireless handheld device for business purposes after regularly scheduled work hours. If you do utilize your cell phone or wireless handheld device for business after regularly scheduled work hours, you must report that work time to your Supervisor immediately.

Employees who are charged with traffic violations resulting from the unlawful use of their cellular phone while driving will be solely responsible for all liabilities that result from such actions.

Violations of this policy will be subject to the highest forms of discipline, including termination.