



Authority-Provided Cellular Telephone , Radio, Laptop or Other Communication

Effective Date: July 1, 2014

POLICY:

This policy sets forth Chatham Area Transit Authority rules and limitations regarding the need for and responsibility for communication capability while outside of primary office, some Authority employees may be given a company cell phone. The following guidelines and procedures set forth below to ensure the cell phone policy is properly utilized.

Authorization of new Cellular, Radio Phones and Laptop Computers

Requests for Authority provided cellular telephones, radios and computer devices such as laptops, can only be validated by the CEO. The attached form must be filled in and provided to Service Planner. The cellular telephone, radio and computer devices such as laptops equipment will be validated upon receipt of approved request form.

Care of Authority-Provided Cellular Telephones, Radios and Computer Devices

Employees in possession of Authority equipment such as cellular telephones, radios and computer devices such as laptops are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the equipment for return or inspection. Any employee unable to present the equipment in good working condition within the time period requested, may be expected to bear the cost of replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges, will be considered to have left employment on unsatisfactory terms and may be subject to payroll deduction.

Description of the Cellular Telephones, Radios and Computer Model

The Authority will provide a standard cellular telephones, radios and computer devices such as laptops.

Personal Use of the Authority-Provided the Cellular Telephones, Radios and Computer Model

Cellular Telephones, radios and computer and other communication devices may not be used for any purpose other than for work related purposes and then only to the minimum extent necessary to communicate. Cellular lists and invoices will be distributed on a regular basis to employees and management for their review.

Please note that the Authority pools telecommunications for all its cellular phones fleet and bases its bundled purchase of minutes on actual consumption. Therefore any minute of usage is an actual cost to the company.

Safety Issues While Driving for Cellular and Radio Phone Use



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Managers and Supervisors

No use of cell phones and other personal communication devices behind the wheel of a vehicle is permitted. Safety is paramount, and wherever use of a cell phone or other personal communication device presents a risk to safe driving (or where prohibited by law), such devices may not be used. Every cell phone call must be prefaced with the question to the driver, "Is it safe to talk?" and the call immediately terminated. Employees are encouraged to pull off the side of the road and safely stop the vehicle before placing or accepting a call. Employees also need to be aware of local laws concerning the use of cell phones while driving. The Authority will not be held responsible for any ticket or violations that result from such actions.

APPLIES TO:

All administrative, management or supervisory staff of Chatham Area Transit Authority.

REQUEST FOR CELLUAR TELEPHONE, RADIO OR COMPUTER SERVICES

E-MAIL TO

it@catchacat.org

Requestor: _____

Who will be the user: _____

Type of service requested

- Cellular Service**
- Radio Service only**
- Laptop Computer**

Detail usage: _____

Estimated number of minutes to be used per month: _____

Will the cell phone be used outside the United States: **Yes** **No**

How long will the new service be needed:

- Less than one (1) year**
- More than one (1) year**

Any additional equipment requested?



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Carrying Case

Spare Battery

Additional Charger

Car Charger

Hands Free

Other (explain)

Briefly explain why the need for the additional service:

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Approved by: _____

Date:

Reception Confirmation of Cellular Telephone, Radio and Computer Equipment
Email to
it@catchacat.org

I, _____ hereby acknowledge receipt of the cell phone listed below. I fully understand that I may be held fully responsible may this phone, radio or computer equipment become lost, stolen and/or damaged and that I may be subject to replacement charges. Further, I understand that cell phones, radios, laptops and other communication devices may not be used for any purpose other than for work-related purposes and then only to the minimum extent necessary to communicate. Therefore, I may be asked to reimburse the Authority for personal calls. My signature below acknowledges that I have read and received a copy of the cell phone policy and agree to its terms.

Phone Model: _____ Employee Name: _____

Phone Number: _____ Employee Signature: _____

IMEI: _____ Department: _____

SIM: _____ Date: _____

Serial Number: _____