

POLICY:

This policy sets forth Chatham Area Transit Authority rules and limitations on the use of use of cellular telephones and other electronic devices in any motor vehicle while on Authority time, including during meal or rest periods. Distinctions are made in this policy between cellular telephones and other electronic devices issued by the Authority for work-related purposes and personal devices belonging to the employee.

DEFINITIONS:

Cellular telephones: means any cellular telephone as the term is commonly understood, but including other communication devices such as, without limitation, Blackberries, Smart Phones, I-pads, electronic tablets, pagers and text messaging devices, with or without hands-free capability.

Other electronic devices: means any device that is capable of being handheld and has an on-off switch, including but not limited to MP3 and other music players, electronic games and GPS devices.

Authority Vehicle: means any motor vehicle of the Authority, whether owned, rented, leased or otherwise made available to the Authority, including but not limited to revenue vehicles, service vehicles, supervisor and management vehicles.

POLICY SPECIFICS:

When seated at the wheel of an Authority vehicle, the use of cellular telephones and/or other electronic devices is limited as follows:

(a) In all situations, use of an Authority-provided or personal cellular telephone or other electronic device while seated at the wheel of an Authority vehicle is prohibited where and when prohibited by law.

(b) The use of any personal cellular telephone and any other personal electronic device while seated at the wheel of an Authority vehicle is prohibited. These devices must be powered off at all times when an employee is seated at the wheel, regardless of whether the vehicle is powered on or off.

(c) Para transit and other On-Demand Transportation Service Operators: Authority provided

cellular telephones and Authority-provided other electronic devices may not be used for any purpose other than for work-related purposes while seated at the wheel of any vehicle, regardless of whether the vehicle is powered on or off, and then only to the minimum extent necessary. As much as practical, said devices may only be used when the vehicle is not in motion. Whenever the use of a cellular telephone or other electronic device presents a risk to safe driving, use of the device is not permitted. No

personal use of such devices while seated at the wheel of an Authority vehicle is permitted.

(d) Managers and Transportation Supervisors: Authority-provided cellular telephones and other Authority-provided electronic devices may not be used for any purpose other than for work related purposes, and then only to the minimum extent necessary. No personal use of such devices while seated at the wheel of an Authority vehicle is permitted. When the use of a cellular telephone or other electronic device presents a risk to safe driving, use of the device is not permitted. As much as practical, said devices should be used only when the vehicle is not in motion. Managers or road supervisors are prohibited from the use of a cellular telephone and other electronic device when operating a revenue service vehicle at any time, in or out of revenue service.

Nothing herein shall limit the ability of the Authority to impose greater restrictions on cellular telephone or other communication device possession or use during working hours on a location by location basis.

Failure to comply with any portion of this policy is cause for discipline up to and including termination of employment.

Authorization for new Cellular (and/or Radio Telephones) or Other Electronic Devices

Requests to obtain an Authority cellular telephone or communication device must be made by completing the approved "Request for Cellular and/or Radio telephones" complete the request form for an Authority-Provided Cellular Telephones and Other Electronic Devices. Employees in possession of an Authority-provided cellular telephone are expected to use reasonable care to protect the equipment from loss, damage or theft. Any employee who fails to use reasonable care may be required to reimburse the Authority for the cost of such device. Upon resignation or termination of employment, or at any time upon request, the employee is required to produce the telephone for immediate return and inspection. Employee is responsible for any and all charges for unauthorized use.

Personal Use of Authority-Provided Cellular (and/or Radio Telephones)

Authority-provided cellular telephones, communications or electronic devices are expected to be used for work-related activities and then only to the minimum extent necessary to communicate. However, limited personal use is allowed consistent with Authority policy as amended from time to time.

Note: Chatham Area Transit Authority pools telecommunications for its cellular telephones and bases its purchase of minutes on actual consumption. Therefore, every minute of usage is an actual cost to the Authority. Cellular lists and invoices will be distributed on a regular basis to employees and management for review. Employees may be warned and counseled, and should a pattern of excessive personal use be identified, employees will be required to



CHATHAM AREA TRANSIT

Cellular Telephone & Other Electronic Devices Policy

Effective Date: July 1, 2014

reimburse the Authority for such costs and disciplined, up to and including termination of employment.

APPLIES TO:

All employees of Chatham Area Transit Authority.