



## CELL PHONE POLICY

Employees whose job responsibilities include driving and who must use a cell phone for DeKalb County business are expected to refrain from using their phone while driving on County business. Allow voice mail or your passenger to handle calls when possible. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are encouraged to drive to an area where it is safe to stop the vehicle before placing or accepting a call.

If acceptance of a call is unavoidable and pulling over is not a safe option, then you shall:

- Use hands-free devices
- Use the voice-activated or “speed dial” feature
- Keep the call short
- No texting while driving
- Refrain from discussion of complicated or emotional issues
- Keep eyes and attention on the road and both hands free to operate the vehicle

Special care should be taken in situations;

- When there is moderate to heavy traffic
- When there is inclement weather
- When driving in an unfamiliar area

In situations where employees drive and accept phone calls, state laws, as well as DeKalb County policy, require the use of “hands-free” equipment. A link to the complete law can be found at <https://www.gahighwaysafety.org/highway-safety/hands-free-law/> . Under no circumstances are employees allowed to place themselves at risk to fulfill business needs. Violation of this policy will be subject to disciplinary action including termination.

The above does not apply to: A law enforcement officer, firefighter, emergency medical services personnel, ambulance driver, or other similarly employed public safety first responder during the performance of his or her official duties.

### **Special Responsibilities for Managerial Staff**

As with any policy, management staff is expected to demonstrate proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

By signing below, I acknowledge that I have received and understand the above Policy.

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Employee Signature

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Date

***Failure to read and/or sign this document does not relieve employees of the responsibility to comply with these standards.***