

ADMINISTRATIVE POLICY

The online version of this policy is official. Therefore, all printed versions of this document are

**USE OF PORTABLE DIGITAL/ELECTRONIC DEVICES WHILE OPERATING CMCSS VEHICLES**

CMCSS employees will not use any portable electronic device (i.e. mobile phone, pager, laptop, camera, iPad or tablet, etc.), CMCSS or personally owned, for voice communications, e-mail communications, or text communications while operating a CMCSS motor vehicle. All portable electronic devices should be placed in a location, which restricts the use of the device while operating a CMCSS vehicle.

CMCSS employees required to respond to emergencies in locations may be authorized usage of a district purchased hands-free device that would allow for essential communication en route to emergency response. This authorization will be approved by the employee's Department Chief and purchased by the CMCSS Technology Department. Usage of personally purchased hands-free devices is unauthorized.

All employees operating CMCSS owned commercial vehicles will comply with the Hiring and Maintaining of Commercial Drivers Policy (OPS-A001).

CMCSS school bus drivers will be required to sign the Acknowledgement of Digital/Electronic Device Training (TRN-F059).

Associated Documents: Hiring and Maintaining of Commercial Drivers Policy (OPS-A001)  
Technology Acceptable Usage Policy (TCH-A002)  
Employee Handbook (HUM-M001)  
Acknowledgement of Digital/Electronic Device Training (TRN-F059)

**REVISION HISTORY:**

<b><u>Date:</u></b>	<b><u>Rev.</u></b>	<b><u>Description of Revision:</u></b>
10/30/11	IR	Initial Release
3/5/12	A	Changed title, added title to OPS-A001 for reference, added Associated Documents, updated logo
11/11/13	B	Addition of 2 <sup>nd</sup> paragraph referencing the authorized use of hands free device for essential communication en route to emergency, update logo and hyperlinks.
3/13/15		Reviewed. No changes.
9/6/16	C	Replaced "Cell Phones" in title with "Portable Electronic Devices"; Removed "cellular telephone" in 1 <sup>st</sup> sentence of 1 <sup>st</sup> paragraph and replaced with "any portable electronic device (i.e. mobile phone, pager, laptop, camera, iPad or tablet, etc.)". Removed "Cell phones" in 3 <sup>rd</sup> sentence of 1 <sup>st</sup> paragraph and replaced with "All portable electronic devices".
11/27/17	D	Added "Acknowledgement of Digital/Electronic Device Training TRN-F059" to Associated Documents; added "CMCSS school bus drivers will be required to sign the Acknowledgment of Digital/Electronic Device Training Form (TRN-F059)" as fourth paragraph; added "Digital/" in policy title.

\*\*\* End of Policy \*\*\*