



Department: Operations  
Policy Number: OPS-A006  
Effective Date: 10/30/11

ADMINISTRATIVE POLICY

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

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

CMCSS employees will not use any portable 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 various 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](#)).

Associated Documents: Hiring and Maintaining of Commercial Drivers Policy ([OPS-A001](#))  
Technology Acceptable Usage Policy ([TCH-A002](#))  
Employee Handbook ([HUM-M001](#))

**Revision History:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/30/11		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
9/19/16	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”.

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