

NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD

USE OF HAND-HELD DEVICES WHILE DRIVING

AG-34.1
2012 01 11

POLICY:

It is the policy of the Nipissing-Parry Sound Catholic District School Board that any work activities that involve driving comply with the Countering Distracted Driving and Promoting Green Transportation Highway Traffic Act, (2009) Section 78. Specifically, holding or using hand-held cell phones, communication and entertainment devices while driving is prohibited.

POLICY GOALS:

1. Comply with the law.
2. Reduce driver distraction and promote safe driving practices at the Nipissing-Parry Sound Catholic District School Board.
3. Set expectations regarding the safety of students when they are being transported by system staff or volunteers.

ADMINISTRATIVE PROCEDURE:

1. Responsibility
 - 1.1 Human Resources Department will alert new employees to this policy at the time of orientation training.
 - 1.2 Information Technology Department will remind new employees in writing of this policy when they issue hand-held devices.
 - 1.3 Supervisors will orient employees and ensure compliance to this policy.
2. Expectations
 - 2.1 No employee shall hold or operate a hand-held communication or entertainment device while driving; this includes devices that are the personal property of the employee when they are driving for work purposes. In the course of driving for the purpose of work related activities no employee shall:
 - 2.1.1 Receive or make a phone call using a hand-held device;
 - 2.1.2 Use a hand-held communication device (example – blackberry);
 - 2.1.3 Text message;

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- 2.1.4 Use a hand-held entertainment device;
- 2.1.5 Have an operational computer screen that is visible to the driver, other than a global positioning system device.
- 2.2 Subject to prior approval by management and the consideration of other alternatives, communication devices may only be used in a hands-free manner in the course of an employee's duties while driving.
- 2.3 If using hands-free technology while driving (example - blue tooth, global positioning system) the operator controls will be set prior to driving with the intention of eliminating distraction.
- 2.4 If an employee and/or volunteer is transporting students absolutely no use of any communication or entertainment device shall be permitted with the exception of:
 - 2.4.1 A global positioning system as long as the operator controls are set prior to driving;
 - 2.4.2 The conditions outlined in section 2.5 below.
- 2.5 In the event of an emergency situation that requires the use of hand-held communication devices to contact emergency services such as fire, ambulance or police, the staff member shall:
 - 2.5.1 Pull over safely if conditions allow;
 - 2.5.2 Keep the communication as brief as possible telling the other party that you are on the road;
 - 2.5.3 End conversation immediately if the conditions should become hazardous in any way.
- 3. Review of the Policy
 - 3.1 The Board will review the policy with respect to using hands-free technology while driving as often as is necessary, but at least annually.