

Sample Cell Phone Use Policy For Businesses

“While operating a company-owned vehicle and/or while in the performance of company business and operating any vehicle, employees shall not operate a cell phone, electronic communication device or any other electronic equipment, including hands-free devices. This shall apply to company-owned/issued devices or ones owned by the employee. Employees are directed not to initiate and/or receive calls or use that equipment while driving except when absolutely necessary during an emergency as provided by law. If an employee must initiate or receive a call, text message or other communication; they shall drive to a safe location and stop the vehicle prior to activating the device, remaining there until the communication is completed.”

(Note: The Department of Law and Public Safety, Division of Highway Traffic Safety, does not endorse this specific policy. It is provided strictly as a model for employers.)