



## CELL PHONE SAFETY POLICY

**Policy Number: 4.9100**  
**Subject Area: Personnel**  
**Adopted: 08/18/2008**  
**Revised: 08/18/2008**

Safety is the highest priority when Kaskaskia College employees are driving College owned vehicles or equipment or a personal vehicle for College business. Employees are not permitted to put the safety of either themselves or others at risk to fulfill business needs.

Employees who are driving either a College vehicle or other College owned equipment or who are driving a personal vehicle for the purpose of College business are required to refrain from using the cell phone while driving. If it becomes necessary to place or receive a cell phone call while driving, the employee must pull over and safely stop the vehicle before engaging in such calls. If an emergency situation exists, which does not allow the above procedures to be followed, the employee should keep the call as short as possible and stop the vehicle safely at the next available opportunity if further cell phone calls need to be placed or received.

Employees who are charged with traffic violations resulting from the employee's use of a cell phone while driving either a College vehicle or equipment or a personal vehicle on College business, that is inconsistent with this policy, shall be solely responsible for all liabilities that result from such actions. Employees who violate this policy are subject to disciplinary action, up to and including discharge.

Approval History: Replacement for Cell Phone Safety 2.91 Approved 8/18/2008