



ADMINISTRATION 16 – Cell Phone Use

Date: March 16, 2007 Revised: Nov. 23, 2013 Responsible Administrator: Manager, Transportation Services

1.0 RATIONALE

The Division has an obligation to provide a safe environment in all capacities for students and employees.

2.0 PROCESS

The Manager, Transportation Services shall maintain this Administrative Practice.

3.0 GUIDELINES

3.1 The use of a cell phone without a hands-free device, at any time any vehicle is in motion and operated by a Sturgeon employee, is prohibited for all Sturgeon employees during hours of operation. “Hours of operation” means any time an employee is engaged in division responsibilities.

3.2 In school buses owned or contracted by the Division or in other vehicles during the transportation of students, cell phones are to be used for emergency situations only. The bus must be at a complete stop in a safe location prior to activation by the driver of any cell phone.

3.2.1 The Manager of Transportation is delegated the responsibility and authority to establish and monitor operational procedures for all school buses as required.

3.3 In the instance of a breach of any of the procedures the following process will occur:

3.3.1 Upon proof of the first offence a written warning will be issued.

3.3.2 Upon proof of a second offence the operator will be suspended from his/her duties for a determined period of time, by the Director, Transportation Services.

3.3.3 Any additional offences will result in termination for cause (insubordination).

References: *Board Policy(s): 1/10 – Cell Phone Use*