

# PLATTE CANYON WATER & SANITATION DISTRICT

## Mobile Device Use Policy

Effective Date: May 25, 2018

This policy outlines the use of mobile devices at work, the personal use of business and/or personal mobile devices, and the policy regarding the safe use of mobile devices by employees and Board members.

Mobile devices are defined as personal or District-issued cellular telephones, tablets (such as iPads), or laptop computers installed in company vehicles.

### Personal Mobile Devices:

While at work, employees are expected to exercise discretion in using personal mobile devices. Personal calls during the work hours can interfere with employee productivity, safety and may be distracting to others. Employees are encouraged to make personal calls during breaks and lunch, and to refrain from the use of other personal mobile technology during work hours. Employees are prohibited from using their personal mobile devices in any illegal, illicit or offensive manner during work hours.

### Use of District-Provided Mobile Devices:

Where job or business needs demand immediate access to an employee or Board member, the District may authorize issue of a business cell phone or other mobile device for work-related communications and activities. Employees and Board members shall exercise discretion when using the District-issued mobile device for personal use and will not abuse this privilege by sending or receiving an excessive number of text messages, phone calls or data usage. Anyone with a District-issued mobile device is prohibited at all times from using it in any illegal, illicit or offensive manner.

Those in possession of a District-provided mobile devices are expected to protect the equipment from loss, damage or theft. Upon resignation, termination of employment, or at any time upon request, the employee or Board member will be asked to produce the mobile device for return or inspection. Those unable to present the mobile device in good working condition within a reasonable time period (i.e., 24 hours) will bear the cost of a replacement.

### Mobile Device Use while Operating a Vehicle:

Drivers shall comply with all federal, state, and local laws and regulations regarding the use of mobile technology devices, including cell phones, while operating District vehicles or while driving any other vehicle (rented, leased, borrowed, or their own vehicle) while conducting District business.

Employees whose job responsibilities include driving or equipment operation are strongly discouraged from using their District-issued cell phone for incoming or outgoing cellular phone calls while operating a District vehicle. The use of personal cell phones while operating a District vehicle is prohibited.

The cellular phone voicemail feature should be on to store incoming calls while driving and all message retrievals and calls should be made after the vehicle is safely parked.

Per Colorado Law, the use of a cell phone for the purpose of text messaging or other similar forms of manual data entry or transmission while operating a motor vehicle is prohibited.

The District prohibits viewing television, videos, and inputting data into mobile technology such as iPads, tablets, laptop computers, personal digital assistants or navigation systems while driving.

If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options if available, refrain from complicated, emotional discussions and distracting topics, and keep

their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area.

Driving while texting in the State of Colorado is a moving violation (Section 42-4-239, C.R.S.). Accidents incurred while the driver is using a cell phone or other mobile technology may be considered to be preventable and the driver may be subject to disciplinary action. Employees who are charged with traffic violations resulting from the use of mobile technology while driving will be responsible for all financial liabilities (fines associated with citations) that result from such actions.

Failure to follow this policy may result in disciplinary action, including and up to termination.