

**PROHIBITION OF TEXTING AND TALKING ON HAND-HELD
CELL PHONES WHILE DRIVING DISTRICT VEHICLE**

Fairfield Community School District prohibits the texting or talking on a hand-held phone while operating a district vehicle or while using a school district issued cell phone while operating a personal vehicle. This includes, but is not limited to: answering or making phone calls, engaging in phone conversations, reading or responding to e-mails and text messages.

Fairfield Community School District employees are required to:

- Turn cell phones off or put on silent, vibrate or connect to a hands-free device before beginning the trip.
- Pull over to a safe place if a call must be made or received while on the road, unless already connected to a hands-free device.
- Consider modifying voice mail greeting to indicate that you are unavailable to answer calls or return messages while driving.
- Inform clients, associates and business partners of this policy as an explanation of why calls may not be returned immediately.

Vehicles that are operated that require a Commercial Driver's License (CDL) must follow the restrictions for cell phone usage as required for the CDL. Applicable state laws which may be more restrictive must be followed where the vehicle is being operated for all operators.

Violations of this policy may lead to disciplinary action and denial of use of school vehicles and district cell phones.

Approved: July 11, 2011, February 18, 2019, May 18, 2020, December 19, 2022
Reviewed: July 11, 2011, January 21, 2018, March 16, 2020, November 21, 2022
Revised: May 18, 2020, November 21, 2022