Kirkwood
COMMUNITY COLLEGE

College Procedure: 403.4 – Cell Phones in a Vehicle

Policy Reference:	400 – Workplace Safety
Responsible Department:	Human Resources
Approval Authority:	Cabinet
Procedure Owner:	Vice President, Human Resources and Institutional Effectiveness
Effective Date:	02/25/2013
Version Number:	3
Legal Counsel Reviewed (yes/no):	No
Scope:	College-wide

Reason for Procedure

This procedure addresses cellular phone usage while driving a motor vehicle on Kirkwood time and/or business. For the purpose of this procedure all self-propelled vehicles where a person sits and rides is considered a "vehicle." This includes, but is not limited to busses, cars, combines, forklifts, golf carts/people movers, motorcycles, mowers, skid loaders, and trucks. While operating a self-propelled vehicle, employees may use a hands-free cell phone.

The Procedure

Commercial drivers are prohibited from using hand held cell phones while operating their vehicles. Drivers are strictly prohibited from:

1) Holding a cell phone to conduct voice communication.
2) Dialing a cell phone by pressing more than one button.
3) Reaching for a cell phone in an unacceptable and unsafe manner.

Drivers will safely pull off the road to conduct a conversation. Use of cell phones, whether the phone is personal or college-owned, while behind the wheel of a moving vehicle, Kirkwood leased or personal, while on College business or time is strictly prohibited. Use of a cell phone while a passenger in a moving vehicle, is permissible.

Drivers may use a hands-free cell phone device while driving, when the call can be dialed with one button push. The driver must be able to easily access the phone while restrained by properly installed and adjusted seat belts and without interfering with the driver's view of the road. It is a violation of this policy for the driver to reach for any cell phone on the passenger seat, under the driver's seat or into the sleeper birth while driving.

Except for situations involving the receipt of information in emergencies, weather alerts or traffic alerts, Iowa law (Section 321.276 Code of Iowa) strictly prohibits "texting" using a cell phone or similar device

while driving. It shall be a violation of College policy to “text” while driving a College owned, leased or personal vehicle while on College business. Texting includes short message service, emailing, instant messaging, a command or request to access a Word Wide Web page or engaging in any other form of electronic retrieval or entry for present or future communication. Texting may be performed when the vehicle is at a complete stop and safely off the roadway.

Kirkwood has a zero-tolerance policy regarding using a cell phone while driving, unless utilizing a handsfree cell phone. Failure to follow this policy may result in disciplinary action up to and including termination.

Employees who charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

References

SECTION 321.276 CODE OF IOWA

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	MM/DD/YYYY	Name, Title	Short description of change here
2	MM/DD/YYYY	Name, Title	Short description here
3	MM/DD/YYYY	Name, Title	Short description