

## Town of Maynard

### Cell Phone and/or Electronic Device Usage in a Vehicle

This Cell Phone Usage in a Vehicle policy applies to any device that makes or receives phone calls, leaves messages, sends text messages, surfs the Internet, or downloads and allows for the reading of and responding to email whether the device is company-supplied or personally owned.

An employee who uses *a Town of Maynard-supplied device or a Town of Maynard-supplied vehicle* is prohibited from using a cell phone or similar device while driving, whether the business conducted is personal or company-related. This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to your employment; the business; our customers; our vendors; volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the company; or any other company or personally related activities not named here while driving. To safely use your cell phone or similar device you are required to stop your vehicle in a safe location.

In addition, the Town of Maynard prohibits employee use of personal cellular phones or similar devices *in a personal vehicle, for business purposes related in any way to the Town of Maynard, while driving.* To safely use your cell phone or similar device you are required to stop your vehicle in a safe location.

Employees who violate this policy will be subject to disciplinary actions, up to and including employment termination.

I have read and understand this policy and I agree to adhere to this policy.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Personnel Policy # 2009-02:**

Please Note: There are many States that have laws that prohibit talking on a cell phone and other States that specifically prohibit texting on a cell phone or other computer device.

Here are Laws by State: [http://www.ghsa.org/html/stateinfo/laws/cellphone\\_laws.html](http://www.ghsa.org/html/stateinfo/laws/cellphone_laws.html)