



Policy

300-15 Mobile and Cellular Telephones

Purpose

The purpose of this policy is to ensure the safety of LeeTran passengers, the driver and other vehicles on the road.

Effective Date

May 1, 2009

Procedure

Guidelines Fixed Route

LeeTran strictly prohibits the use of cell phones, Ipods, MP3 players, and all other audio/visual devices, blue tooth devices, earphones, wireless devices, ear pieces of any sort (except for a hearing aid), wires and or devices that are affiliated with any communication or entertainment device worn on or in the ear or around the neck, in the shirt pocket, any hands free device, etc. Employees may use the above if they are out of their seat at layovers.

This policy does not include communication on LeeTran vehicle radios.

Under no circumstance will an employee be permitted to engage in conversation on any type of communication device while driving a revenue service vehicle.

Guidelines Paratransit

LeeTran strictly prohibits the use of cell phones, blue tooth devices, earphones, wireless devices, ear pieces of any sort (except for a hearing aid), wires and or devices that are affiliated with any communication or entertainment device worn on or in the ear or around the neck, in the shirt pocket, any hands free device, etc. Employees may use the above if they are out of their seat at layovers, breaks or meal breaks. Under no circumstance will an employee be permitted to engage in conversation or text messaging on any type of communication device while driving a revenue service vehicle or when they have a client in their care. This includes but is not limited to; while assisting clients to or from a Passport vehicle to their drop-off or pick-up location such as door-step, lobby or waiting area, assisting with manual or motorized wheelchairs, assisting with client's boarding or de-boarding, assisting with wheelchair tie-down, assisting with the loading or stowing of client packages or any other instance that is customary to the safe care of Passport clients.

Management Responsibility

LeeTran management is responsible for monitoring and enforcing this policy. In addition, LeeTran management is responsible for investigating all complaints of non-compliance fairly, thoroughly and expeditiously and making decisions for or against disciplinary action.



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Infractions will be reflected on annual performance evaluations and may be resolved with the following action.

Disciplinary Actions

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| First Violation | - | Verbal warning |
| Second Violation | - | Written warning |
| Third Violation | - | 3 Day suspension without pay |
| Fourth Violation | - | Termination |