

M E M O R A N D U M

TO: All Bus Operators

FROM: Walt Lenz, Safety & Security Manager

DATE: September 13, 2010

SUBJECT: **Cell Phones**

Effective September 16, 2010, the Florida Department of Transportation (FDOT) has updated the Rule Chapter 14-90 which is the document that regulates safety rules for transit properties.

As expected, the FDOT has in place regulations that address the use of personal wireless communications devices. These are any electronic or electrical devices that were not provided by the transit system for business purposes.

Our current policy does comply with these regulations except we allow you to have a cell phone in your possession with the power on. That is now prohibited under the updated **14-90** rules.

**As of September 16, 2010, no operator will be allowed to have any personal electronic devices powered on while in the driver's seat of a PSTA bus.** Failure to comply with this specific regulation will result in a Group III Violation of Bus Operator's, Customer Service Representatives, and Maintenance Department General Rules Book.

If you need to use a cell phone for an emergency follow these procedures:

Operators may use these devices at a layover area, transfer station, or terminal. In an emergency where cell phone use is required, the operator must stop the vehicle at a safe location, set the parking brake, put the transmission in neutral, leave the driver's seat area, and inform the Radio Communications Center (RCC) or immediate supervisor of the need to use the device.

Maintenance Department and Customer Service Representatives driving a PSTA vehicle must also pull over to a safe location and secure the vehicle, if they need to use their phone in the event of an emergency. Maintenance employees are only allowed to use a cell phone on designated break areas, not on the shop floor.

Any questions, please feel free to contact me.

WL/ir

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