

***Electronic Communication Device  
Policy for Non-Safety Sensitive  
Employees***



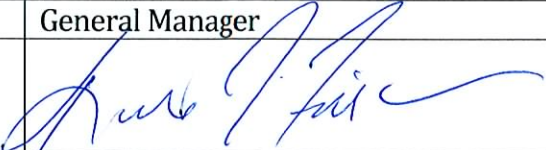
Personal telephone calls, and/or the use of personal communication devices during working hours causes a distraction in the workplace. Therefore, the use of personal electronic communication devices, including but not limited to iPods, laptop computers, cellular telephones, beepers, and Blackberries, are strictly prohibited during working hours. This includes “texting”. Wearing of iPods, Bluetooth technology, or similar electronic devices is prohibited while on duty. Personal telephone calls while working should be for cases of emergencies, should be on the rare occasion, and for a short duration of time. Cell phones and electronic devices will only be allowed during an employees lunch or breaks and only in designated break areas.

For times when a non-safety sensitive employee uses a company vehicles, or works in a position to control the movement of vehicles, then the use of personal electronic communication devices, including but not limited to (iPods, cellular telephones, beepers, and Blackberries,) are strictly prohibited. This includes “texting”. Talking on the company radio system should only be done when the vehicle is stopped at a safe place. Talking on the company radio system while the vehicle is in motion is strictly prohibited. Formal discipline will be issued for violations of this policy.

There will be no exceptions granted on the use of personal communication devices while operating or controlling a company vehicle.

Management reserves the right to grant exceptions for personal telephone calls in cases of extraordinary or unusual circumstances during working hours, but only when the employee is not performing safety sensitive functions.

***Votran's Mission is to identify and safely meet the transportation needs of Volusia County, through a courteous, reliable, cost-effective, and environmentally sound team commitment.***

Reviewed by:	Votran Executive Team
Date Approved:	January 7, 2010
Responsible Department:	General Manager
Approval Signature:	

# RECEIPT OF VOTRAN'S ELECTRONIC DEVICE POLICY

I hereby acknowledge that I have received a copy of Votran's Electronic Device Policy and have either read or had it read to me. If I have any questions regarding this policy, I understand that it is my responsibility to ask my supervisor or the human resources officer.

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Date

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Employee Signature

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Employee Name (Printed)