

Gulf States Conference and Local Church Motor Vehicle Cell Phone and Handheld Device Use Policy

Gulf States Conference and our Local Church recognizes that our employees are our most valuable assets and the most important contributors to our continued growth and success. **Gulf States Conference and our Local Church** are firmly committed to the safety of our employees and will do everything possible to prevent workplace accidents.

Gulf States Conference and our Local Church are committed to providing a safe working environment for all employees and recognizes that driver inattention is a factor in a high percentage of motor vehicle accidents. To further this goal, **Gulf States Conference and our Local Church** have developed a Cell Phone and Handheld Device Use Policy, effective immediately. A handheld device may include cell phones, smartphones, pagers, GPS and other communication or mapping devices.

When driving on business, or driving while conducting business on behalf of my Local Church in any other manner, the following applies:

- Allow voicemail to handle your calls and return them when safe.
- If you need to place or receive a call, pull off the road to a safe location and stop the vehicle before using your phone, or ask a passenger to make or take the call.
- Do not read or send text messages or emails while operating a vehicle.
- Do not access the Internet while operating a vehicle.
- Inform regular callers of the best time to reach you based upon your driving schedule.
- Set up GPS systems before beginning the trip. If changes are necessary, find a place to safely pull off the road and make the appropriate changes.

The only exception to this policy is for calls place to 9-1-1. If placing an emergency call, keep the call short and use hands-free options. This is the law.

Motor Vehicle Cell Phone and Handheld Device Use Policy Acknowledgement

I have received a written copy of this Motor Vehicle Cell Phone and Handheld Device Use Policy. I fully understand the terms of this policy and agree to abide by them.

Volunteer Signature

Date

Volunteer Name (printed)

Local Church Name

Please sign and return to your supervisor.