Cell Phone Policy

Morehouse College recognizes that the employees are our most valuable assets, and the most important contributors to our continued growth and success. Morehouse College is firmly committed to the safety of our employees. Morehouse College will do everything possible to prevent workplace accidents and is committed to providing a safe working environment for all employees.

To further this goal, Morehouse College has developed a Cell Phone/Hand Held Device Use Policy effective immediately.

1.0 Purpose:

Driver inattention is a factor in a majority of motor vehicle accidents. We are not only concerned about your welfare as a Morehouse College employee, but also the welfare of others who could be put in harm's way by inattentive driving.

Mobile phone and other hand held device use while driving is a common, often harmful, distraction. Many countries and localities have prohibited mobile phone/hand held device use while driving. Researchers at the University of Toronto found the risk of having a traffic accident while using a cell phone or similar device to be the same as driving drunk. For these reasons, drivers may not use hand held devices to place work-related calls or while operating a vehicle while on company business.

As a driver, your first responsibility is to pay attention to the road. When driving on company business, or driving while conducting business on behalf of Morehouse College in any other manner, the following applies:

2.0 Procedures

Definition: Mobile Hand Held Units may include cell phones, pagers, palm pilots, faxes and other communication devices.

- Allow voice mail 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.
- Ask a passenger to make or take the call.
- Inform regular callers of the best time to reach you based upon your driving schedule.
- The only exception to this policy is for calls placed to 9-1-1.
- If placing or accepting an emergency call, keep the call short and use hands-free options, if available.
- When receiving an emergency call, ask the caller to hold briefly until you can safely pull your vehicle off the road.
3.0 Obey the Law:

The company is not responsible for any moving traffic violations, parking tickets or any other city ordinances or state/federal laws regarding your driving habits and operation/care of your personal motor vehicle. Any tickets issued are the employee's responsibility, even if the ticket is issued while conducting business for Morehouse College.

4.0 Other Safe Driving Precautions:

- Use better judgment when road conditions are poor. Limit or avoid driving when rain, snow, or other severe weather conditions threaten your safety.
- Make an effort to avoid distractions such as eating, applying makeup, paying too much attention to your radio/CD player, or other distracting behavior.
- Do not drive if your ability to drive safely is impaired by the influence of medications.
- Laptop computers should never be used at any time while driving.
- If using a vehicle not your own (rental or otherwise), be sure to properly adjust the mirrors and familiarize yourself with the vehicle's controls before operating.
- Be concerned for your coworkers' safety. Ask them to call you back at a safer time if they call you while driving.
- Be aware of and practice defensive driving techniques and maneuvers.