



Purpose

The Catholic District School Board of Eastern Ontario provides cellular phones and other handheld communications devices and appropriate usage plans to employees who, by nature of their job responsibilities, require telephone/electronic access while away from their offices or after normal work hours. The purpose of the procedure is to outline proper usage of mobile communications devices, and to ensure adherence to Bill 118, Countering Distracted Driving, 2008.

Procedure

1. As a safety measure, the Board has adopted this procedure which prohibits operation of the device without a hands-free apparatus, while driving a vehicle. All individuals with a Board handheld device must comply with Bill 118, Countering Distracted Driving, 2008. The Board shall not take responsibility for any individual in contravention of the above legislation, or any other legislation regarding communications devices.
2. Responsibilities:
 - a) The *device holder* is responsible for:
 - i. Adhering to this procedure regarding appropriate use of cellular phones and handheld communications devices, and the restrictions in place for use while operating a vehicle.
 - ii. Limiting personal use of the device.
 - iii. Using alternate, more cost effective methods of communication where practical.