

**Staff Use of Telecommunication Devices**

Employees issued a telecommunication device are responsible for its safekeeping at all times. Defective, lost or stolen equipment (pagers, digital or cell phones, etc.) are to be reported immediately to the Central Office so that the service provider may be notified.

Telecommunication devices issued to employees are to be returned to the Central Office designee at the conclusion of the school year, activity or as otherwise specified.

**RESTRICTIONS**

- Drivers shall not use a telecommunication device while operating a Board-owned vehicle unless the vehicle is parked or unless there is a bona fide emergency.

NOTE: All drivers shall comply with applicable legal requirements concerning use of cellular telephones and other personal communication devices while operating a Board-owned vehicle.

- Telecommunication devices are not to be used for conversations involving District information of a confidential nature.
- Board-owned telecommunication devices are not to be loaned to others.

**REIMBURSEMENT**

**Any employee using a telecommunication device for more than the allocated minutes shall be responsible for reimbursing the Board for the overage amount.**

### **Mobile Radios/Cellular Telephones**

Two-way mobile radios or cellular phones placed in the school buses operated by the District can be an important safety device if properly used. The purpose of these radios/phones is to provide instant communication with the base units (located in the bus garage and the Central Office) in case of an accident, mechanical problems, or a misplaced child. The following rules and procedures for the use of mobile radios/cellular phones shall be followed:

1. **The radio/phone will be used for school business only.**
2. Students or unauthorized persons are not to use the radio/phone.
3. A driver using the radio/phone to report an accident or breakdown shall give the following information:
  - a) The FCC number, driver identification number, or bus number, as appropriate.
  - b) The location of the bus.
  - c) Whether or not medical assistance and/or an ambulance is required.
  - d) Whether or not a police officer is needed.
  - e) Whether or not a replacement bus is needed.
  - f) Whether or not a wrecker is needed.
4. The FCC number, driver identification number, or bus number, as appropriate, shall be used when the driver is talking with another vehicle.
5. The driver shall keep the radio/phone on at all times s/he is in or around the bus.
6. The driver shall not attempt to repair the radio/phone; if it develops a problem, it should be taken to the bus garage for repair.
7. The radio/phone shall be protected from vandalism and theft. The driver shall be responsible for securing the radio/phone when the bus is vacant.
8. **The bus driver is not permitted to use a cell phone or other personal communication device on a bus unless the bus is stopped or parked and shall comply with other applicable legal requirements concerning use of cellular telephones and other personal communication devices while operating a bus.**