

CELL PHONE USE

Any person driving on behalf of the congregation, whether staff member or volunteer, must abide by this policy.

No person operating a motor vehicle for church business, including car-pooling with fellow congregants for any church-related event, may use a mobile electronic device unless the device is used in hands-free mode. The driver may not use a mobile electronic device or other device capable of accessing the internet to compose, send or read an electronic message. And finally, the driver may not input information by hand into a global positioning system or navigation device while operating the vehicle. Voice commands are permissible. If a cell phone is used for navigation, it must be mounted on the dashboard.

For the purposes of this policy, a driver will not be considered to be operating a motor vehicle if the vehicle is stationary and not located in a part of the roadway intended for travel (stopped at a red light or stop sign is not good enough).

Procedure

Anyone intending to drive for church business needs to be informed of this policy and sign the attached form. It is the responsibility of the consulting senior staff member to make sure this happens. Signed forms may be submitted to the Director of Administration for central filing.

Revision History	
Responsible Staff Member: Director of Administration	
Date	Description of revision
June 2016	Created
December 2018	Reviewed with no changes

Cell Phone Use Policy Compliance Form

I acknowledge that I have read and understand the Cell Phone Use Policy of the Unitarian Universalist Congregation of Asheville and in consideration of my operating a vehicle in the course of church business, I agree unconditionally to comply with the Cell Phone Use Policy whenever I am driving a vehicle in the course of church business.

Initial each sentence:

____ I will not touch my cell phone or read any text while I am the driver of the vehicle unless the vehicle is stopped in an area that is not considered part of a roadway.

____ I will not use any GPS navigation device that is not mounted on my dashboard.

____ I will only input directions or text of any kind to electronic devices through hands-free commands while I am driving for church business.

Printed Name

Signature

Date