

PROCEDURE 198	
Adopted	May 2017
Last Revised	May 2017
Review Date	May 2022

MOBILE DEVICE USE and DRIVING

1. PURPOSE

Hastings and Prince Edward District School Board is committed to collaboratively developing a safe and welcoming environment for our students and employees. All employees and volunteers who drive for the purpose of school and/or work related activities shall comply with *Bill 118 - The Countering Distracted Driving and Promoting Green Transportation Act, 2009*. This legislation amends the *Highway Traffic Act* and expressly prohibits the presence in a vehicle of a television, computer or other device with a display screen if the display screen is visible to the driver. This prohibition does not apply to global positioning system navigation devices, collision avoidance systems or instrument display screens providing information regarding the status of systems in the vehicle. Bill 118 also prohibits the holding or use of hand-held wireless communications devices and electronic entertainment devices, including smart phones and cell phones. The hand-held device prohibition does not apply to use of mobile devices in a “hands-free” mode, nor does it apply if the vehicle is stopped and is off the traveled part of a road.

The purpose of this Procedure is to set expectations regarding the safety of students and employees when being transported by employees or volunteers.

2. PROCEDURES

- a) Human Resources will inform all new employees upon hire.
- b) Supervisors will orient employees and ensure compliance to this policy.

3. EXPECTATIONS

- a) No employee shall hold or operate a hand-held communication or mobile entertainment device while driving; this includes devices that are the personal property of the employee when they are driving for work purposes. For clarification, where an employee is required to drive for purposes of work, the following activities are expressly prohibited:
 - i) Receiving or making a phone call using a hand-held mobile device.
 - ii) Using a hand-held communication device (example – iPhone).
 - iii) Text messaging.
 - iv) Using a hand-held entertainment device.
 - v) Having an operational computer screen that is visible to the driver, other than a global positioning system.

- b) Communication devices may only be used in a hands-free manner while operating a motorized vehicle. If using hands-free technology while driving (example - blue tooth, global positioning system) the operator controls must be set prior to driving with the intention of eliminating distraction.
- c) If an employee and/or volunteer is transporting students absolutely no use of any communication or entertainment device shall be permitted with the exception of:
 - i) A global positioning system as long as the operator controls are set prior to driving.
 - ii) The conditions outlined in section 3(d) below.
- d) In the event of an emergency situation that requires the use of hand-held communication devices to contact emergency services such as fire, ambulance or police, the staff member shall:
 - i) pull over safely if conditions allow;
 - ii) keep the communication as brief as possible telling the other party that you are on the road; and,
 - iii) end the conversation immediately if the conditions should become hazardous in any way.

Legal References:

Bill 118 - The Countering Distracted Driving and Promoting Green Transportation Act, 2009 http://www.ontla.on.ca/web/bills/bills_detail.do?locale=en&BillID=2099

District Resources:

- Procedure 147 Technology Use