

**CATHOLIC DIOCESE OF COLUMBUS
SELF-INSURANCE OFFICE CELL PHONE POLICY**

Accident statistics show that the use of cell phones while driving distracts a driver's attention from traffic conditions. To promote driver safety and to help reduce the possibility of vehicle accidents in connection with cell phone use, the Catholic Diocese of Columbus has adopted the following **CELL PHONE POLICY** applicable to all employees and volunteers:

- Cellular phone calls, both incoming and outgoing, are not permitted at any time while driving a vehicle for diocesan business.
- Diocesan business includes travel between the employee's work site and external meeting locations, and between external meeting locations and the employee's work site.
- Accidents occurring while a driver is using a cellular phone may be considered preventable, and subject to disciplinary action.
- A cellular phone's voicemail feature should be activated to store incoming calls while driving.
- This policy applies to both hand-held and hands-free cell phones.
- All non-emergency calls should be made once the vehicle is safely parked.

I have read and understand the **CELL PHONE POLICY** of the Catholic Diocese of Columbus, as outlined above.

Employee/Volunteer Signature

Date