

Knox County Housing Authority

Cell Phone/Electronic Device Use Policy

The No. 1 on-the-job fatality is transportation incidents, and at Knox County Housing Authority, it is our job to enforce procedures that mitigate this risk. It is for your safety, as well as the safety of everyone else on the road, that the company has put this Cell Phone/Electronic Device Use Policy in place.

All employees are expected to understand when this policy applies and follow all procedures. As technology evolves, Knox County Housing Authority also expects employees to use common sense and err on the side of caution when assessing electronic device use while driving. The company encourages all employees to take a proactive approach to road safety, so Knox County Housing Authority expects employees to report any problems or known violations of this policy to their supervisor.

Prior to working on any Knox County Housing Authority job site, each employee is expected to have read the entire Cell Phone/Electronic Device Use Policy, which includes

- Purpose
- Scope and Applicability
- Definitions
- Procedures
 - State Laws
 - General Procedures
 - Headset/Hands-Free Use
 - Emergency Calls
 - GPS Systems
 - MP3 and Other Audio Devices

If you have any uncertainty or questions regarding the content of these policies, you are required to consult your supervisor. This should be done prior to signing and agreeing to the Knox County Housing Authority Cell Phone/Electronic Device Use Policy.

I have read and understand Knox County Housing Authority's Cell Phone/Electronic Device Use Policy, and I understand the requirements and expectations of me as an employee. I agree to adhere to all provisions and procedures outlined in the policy, and I understand that failure to do so will result in discipline up to and including termination.

Employee Signature:

Date: