



## LUMBERJACK RC&D COUNCIL, INC. CELL PHONE USE & DRIVING POLICY

April 27, 2017 - Because Lumberjack RC&D Council, Inc. is committed to establishing and following practices that make working here safer, and because we value the safety and well-being of all our employees, the following policy has been instituted to promote safe driving habits:

- Lumberjack RC&D Council, Inc. employees may not 1) use **electronic devices\*** (either hand-held or hands-free, regardless of ownership), 2) initiate or respond to phone calls, 3) read or respond to text messages or emails (including “Speech-to-Text” applications) in any of the following situations:
  - A) While operating a motor vehicle owned, rented or leased by Lumberjack RC&D Council. This includes personal vehicles while being used for work-related purposes.
  - B) While operating a personal vehicle and using a Lumberjack issued **electronic device\***.
  - C) While engaging in work-related communications in a personal vehicle and/or on a personal **electronic device\***.
  - D) While traveling on Lumberjack business (even if it is personal communication on a personal phone in a personal vehicle.)
- Emergency Situations: Employees who need to make or take an emergency call while on the road must first park the vehicle in a safe location.
- Lumberjack issued cell phones will include the following voice mail message: “For safety reasons, I do not make or receive calls while driving.”
- Failure to follow Lumberjack’s Cell Phone Use and Driving Policy will result in consequences such as a verbal warning, a written warning or dismissal to be determined at the discretion of the Forest Inventory Supervisor or the Lumberjack Executive Committee.
- This policy may be changed as deemed necessary at any time by a majority vote of the Council.

**\*Electronic devices** include cell phones, tablets or any other hand-held electronics. All GPS devices, such as the Garmin Nuvi, may only be viewed while driving when windshield or dash mounted. Setting the device must take place prior to being underway. Using voice commands is encouraged.

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Vehicle Safety Policy Acknowledgement:

I have received a written copy of Lumberjack’s Cell Phone Use and Driving Policy. I fully understand the terms of this policy and agree to abide by them. Further, I understand the consequences for failure to comply.

Sign and print your name, add today’s date, copy and return the original to your supervisor and place the copy in your Personnel Manual for future reference.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Employee Printed Name: \_\_\_\_\_

*Sustainable Resources for Vibrant Communities*

Lumberjack RC&D, 315 S. Oneida Ave, Suite 206, Rhinelander, WI 54501

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