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### **Inattentive Driving and the Use of Cellular Phones and Other Equipment While Driving**

The Freshwater Education District has provided employees with certain equipment, including cellular phones, personal digital assistant (PDA) devices (i.e., “Blackberries, Palm Pilots, etc.) laptop/portable computers and other equipment to assist employees in accomplishing their job duties.

When using Freshwater equipment, or when using the employee’s own equipment for work purposes, employees are expected to exercise care and follow all operating instructions, safety standards, and guidelines.

In particular, employees shall not use cellular phones, PDA devices, and the like while operating a Freshwater motor vehicle, including traveling to or from business meetings.

If it becomes necessary to use such devices while operating a motor vehicle, the vehicle must be brought to a complete stop in a safe manner and in a safe location and placed in “park”.

Employees are to refrain from doing any other activities while driving that may lead to being inattentive to their primary responsibility: **to operate the motor vehicle safely with full attention given to driving.**

Any employee who is involved in an accident while using Freshwater equipment or vehicles, or while conducting Freshwater business, must promptly report the incident to his or her immediate supervisor, regardless of the perceived cause of the accident.

Vehicles and equipment provided to employees by the Freshwater Education District may not be used for personal use.

Violation of this policy, including the improper, careless, negligent, destructive, or unsafe use or operation of Freshwater equipment or vehicles may result in disciplinary action, up to and including termination of employment.