Lubricar Inc.

Cellular Phone Policy



This policy outlines the safe use of cell phones by employees while driving.

Safety issues for cellular phone use.

Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business are expected to put safety before all other concerns. Employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call.

If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, and use hands-free options. Special care should be taken in situations where there is traffic; inclement weather or the employee is driving in an unfamiliar area.

In situations where job responsibilities include regular driving and accepting of business calls, hands-free equipment will be provided to facilitate the provisions of this policy.

Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a cell phone for business use, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.

Employees who are charged with traffic violations resulting from their phone use while driving will be solely responsible for all liabilities that result from such actions.

Violations of this policy will be subject to discipline up to and including termination.

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