

BUS TRANSPORTATION – CELL PHONE (Bus Drivers)

Background

The Division believes in creating and maintaining a safe and healthy environment for all individuals. The Division firmly upholds its commitment to adhering to the regulations set forth in the Traffic Safety Act and the associated Occupational Health and Safety requirements. This dedication to safety extends to every aspect of our operations, ensuring that each team member can carry out their duties with confidence and peace of mind. It is imperative that the Division prioritize safety and minimize distractions while operating a vehicle.

Procedures

1. The use of any cell phone, whether it is a personal device or provided by the Division, is strictly prohibited while driving a school bus. This includes talking, listening, reading and texting. We cannot compromise the safety of ourselves, our students, or any third parties.
2. If it is necessary to use a cell phone while on the road, it is crucial that the bus driver safely pull over to the side of the road, choosing a location where the school bus does not pose a hazard to yourself, the students or others. Once the bus has come to a complete stop, secure the bus, then proceed to stand up and use your cell phone or device.
3. Once the bus driver has finished the cell phone conversation or text, the bus driver will resume driving. Doing so ensures that your focus remains on the road and that you are fully attentive to your surroundings.
4. Whenever the Division or the Director of Transportation receives notice of a complaint or notice of an accident resulting from cell phone or device use or suspects any employee of violating this policy, a thorough investigation will be conducted. This investigation will focus on the specific time frame in question, allowing the Director of Transportation to verify or dismiss the complaint. In the event that the allegation is substantiated, the driver involved will be made aware of the seriousness of the matter and a formal letter of warning will be issued and placed in their personnel file. Furthermore, additional training may be required to ensure that the driver fully understands and complies with these procedures. If it is determined that progressive discipline is necessary, the appropriate steps will be taken, this may include further disciplinary actions, up to and including termination.
5. **Reimbursement/Stipend**
 - 5.1 All Division Regular Route Bus Drivers are eligible for reimbursement of \$50 per month related to the use of a personal mobile device. This reimbursement is expected to cover costs associated with the use of an employee-owned device for Division purposes.
 - 5.2 All bus drivers eligible for reimbursement on personal mobile devices may only be reimbursed for one personal device.

References: Traffic Safety Act, RSA 2000, c. T-6 sec. 115.1
Related APs: Employee Discipline (409)