



CELL PHONE USE POLICY

TITLE: Cell Phone Use Policy			
Number: C-100		Version: 1.0	
Type: Human Resource Policy		Author: Director Human Resource	
Effective Date: 02/1/2012	Original Date: 2/1/2012	Review Date:	Deactivation Date:
Facility: All Flyers Energy Facilities			

I. Purpose/Expected Outcome:

- A. The purpose of this policy is to promote a safe and productive work environment, comply with State mandated laws concerning cell phone use while driving and increase personal and public safety. This policy applies to both incoming and outgoing cellular calls – both personal and business.

II. Definitions:

- A. Company vehicle is defined as any vehicle owned by Flyers Energy and used by employees in the operations of day-to-day business including autos, trucks, SUV, bobtails and/or tanker trucks. Personal vehicles are defined, as an employee owned vehicle used for conducting authorized Company business.
- B. Text Messaging is defined as typing, text messaging, e-mailing or accessing information on the Internet

III. Policy:

A. Valid Drivers License

- 1. All team members whose job function includes driving for the purpose of conducting business for the Company must maintain and provide to the company a copy of a valid driver' license. All team members providing this information agree to allow the Company to do a background check to determine their continued eligibility to drive on Company business.

B. Change in Driver's License Status

- 1. Team Members are required to report any charge of DUI or moving violation to their supervisor. Supervisors are required to inform the Risk Manager of any such reports. Team Members may face disciplinary action for traffic violations and/or at fault accidents. Multiple and/or serious violations may disqualify the team member from employment in a position that requires the use of a Company owned or personal vehicle. Such disqualification may result in a change of position and salary or in a termination of employment.

C. Use of Company or Personal Cell Phones

1. Team Members driving on Company authorized business are prohibited from using hand held devices unless your personal or Company owned vehicle meets the following criteria:
 - a. The vehicle must be in the Park gear AND
 - b. The vehicle must be off the roadway on private property such as a commercial parking lot – the only exception to this is in an emergency situation as defined by the DOT.
2. All Team Members who are issued Company owned phones are required to use the “hands free” devices issued with the phone while driving. Team Members may upgrade their devices at their own expense. Lost or broken devices must be reported to the Team Member’s supervisor and may be replaced by the company.
3. Team Members using personal devices for Company business are also required to use a “hands free” device that requires only one touch to place or receive calls.
4. No Team Member using a Company phone, personal phone or other messaging device shall engage in text messaging as defined in this policy, while operating a vehicle on Company designed business.
5. Any ticket issued to an employee for failure to comply with Local, State and Federal regulations regarding hand held devices, will be the responsibility of the employee.

IV. Cell Phone Guidelines:

- A. Limit personal calls on your cell phone while working to emergency situations.
- B. Discontinue any calls on your cell phone while driving should conditions become hazardous. Examples would be inclement weather, excessive traffic, poor road conditions and any other recognized hazard.
- C. Be familiar with your cell phone features to take advantage of directories, saved information and other items that promote the safe use of the phone.
- D. Allow voicemail to handle calls when in situations that are not safe and/or convenient.
- E. Keep conversations brief. In longer conversations, pull off the road where it is safe to do so.
- F. Never take notes while driving.
- G. Never text while driving read or sends e-mails, or browse the Internet.
- H. Let the person you are speaking with know you are driving.

V. Procedural Documentation:

- A. Nothing in this policy is intended to or will be applied in a manner that limits Team Members’ rights to engage in protected concerted activity as prescribed by the National Labor Relations Act.

VI. Additional Information

- A. All policies are subject to change at any time, and without advance notice. The Team Member Handbook, or any other policies are not intended to create a contract of employment between Flyers Energy (or any of its affiliates) and Team Members.

VII. References:

VIII. Other Related Policies/Procedures:

IX. Cross Index As:

X. Attachments:

- A. N/A