

St. Clair County  
USAGE OF WIRELESS COMMUNICATION DEVICES WHILE DRIVING OR  
OPERATING A VEHICLE OR EQUIPMENT POLICY  
**REPLACES POLICY #50**

Employees are prohibited from using any cell phone, two-way radio, PDA, tablet, iPad, or any other wireless communication system (whether or not it is owned by the county) while:

1. driving or operating any county owned vehicle, including off-road heavy equipment, at any time, to include both working and non-working hours.
2. driving or operating any vehicle, including off-road heavy equipment, not owned by county while in the performance of his/her duties.
3. driving or operating any vehicle, including off-road heavy equipment, while engaging in any business related to county operations.

Employees who should utilize cell phones, two-way radios, PDAs, tablets, iPads, or any other wireless communication system should do so only after safely exiting traffic and parking the vehicle safely off the road. The vehicle should remain parked off the roadway until all communication has been completed.

If the Appointing Authority determines the use of such communication and devices is a vital necessity of performing one's job duties, the employees may be authorized to utilize the devices with a hands-free option only.

In no circumstances may a county employee type, text or read any cell phone, two-way radio, PDA, tablet, iPad, or any other wireless communication system while operating any vehicle or equipment as described herein.

In addition to compliance with this policy, all employees are expected to follow applicable state, federal and local laws or regulations regarding the use of cell phones, two-way radios, PDAs, tablets, iPads, and any other wireless communication system at all times.

**Discipline:**

Employees who violate this policy will be subject to disciplinary action, up to and including termination.

***Approved by County Commission January 24, 2023***

***Effective date: January 24, 2023***

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Employee Signature

\_\_\_\_\_  
Date

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Supervisor Signature

\_\_\_\_\_  
Date