

October 2011

4.613 Mobile Technology Use and Driving

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Recommended Citation

"4.613 Mobile Technology Use and Driving" (2011). *4.600 Conduct, Discipline & Grievances (Human Resources)*. 8.
http://aura.antioch.edu/policies_400_6x/8

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Type of Policy <input checked="" type="checkbox"/> University <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> Interim		Mobile Technology Use and Driving Policy 4.613	
Human Resource Policies		Effective date: October 25, 2011	
Policy History:	Approved by:	Resolution #	Date:
Approved	Chancellor	N/A	October 25, 2011
Revised			
Responsible Office:	Responsible Administrator:	Contact information:	Applies to:
Office of University Human Resources	Director of University Human Resources	937-769-1375	All Employees

I. Introduction

To help reduce the possibility of vehicular accidents in connection with the use of mobile technology, the university has established this written policy applicable to all employees and student drivers while driving a university vehicle or any other vehicle (including rented, leased, borrowed or personally owned vehicle) while on Antioch University (“AU” or the “university”) campuses or while conducting university business. Violation of this policy may result in disciplinary action.

II. Policy

A. Mobile Electronic Devices Defined

For purposes of this policy, “Mobile Electronic Devices” includes, but is not limited to, cellular telephones, laptops, personal digital assistants, iPads or similar e-notebooks, pagers, palm pilots, navigation systems, dictaphones and portable digital audio and video players, recorders or cameras.

B. Prohibitions

In order to foster safe driving and to protect the welfare of our employees and others whose safety could be jeopardized by distracted driving, the following policy has been adopted.

1. AU employees must comply with all federal, state and local laws and regulations regarding the use of mobile technology devices, including cellular telephones. The Governors Highway Safety Association (www.ghsa.org) maintains a list of state and local restrictions on cellular telephone use and texting while driving.
2. AU employees are prohibited from using a cellular telephone while operating a motor vehicle on university business or on the campus of AU, unless such use is through a hands-free device, which is also discouraged. To minimize the impact of distraction, hands-free calls should be brief. Extended cellular telephone conversations should not occur while driving.
3. Other than the limited use of cellular telephones as described above, AU employees are prohibited while operating a motor vehicle from using any Mobile Electronic Device for any reason, including, but not limited to, sending or reading text messages or emails, accessing the internet, accessing or searching contact information, checking voice mail, viewing television, videos or DVDs, using laptop computers or personal digital assistants and inputting data into navigation systems.
4. The only exception to the above prohibitions is an emergency call placed to 9-1-1 for situations such as a fire, traffic accident, road hazard or medical emergency. In such cases, the communication should be as short as reasonably necessary to communicate the nature of the emergency, location, etc.
5. Overall, AU employees are expected to keep their hands on the wheel and their eyes and mind on the road while driving.