



MOBILE TECHNOLOGY DEVICE POLICY

Use of mobile technology devices such as cellular phones, laptops, personal digital assistants, navigation systems, and portable digital audio and video players have been shown to distract drivers and can increase the risk of motor vehicle accidents. To help reduce the possibility of vehicle accidents in connection with the use of mobile technology, Washington College adopts this written policy applicable to all employees and student drivers while driving a company vehicle or any other vehicle (including rented, leased, borrowed or personally owned vehicle) while conducting company business.

All Washington College employees and student drivers shall comply with all federal, state, and local laws and regulations regarding the use of mobile technology devices including cellular phones. Use of hand held cellular phones while driving is prohibited by state law and Washington College. Cellular phone calls using hands-free technology while driving is discouraged. To minimize the impact of distraction, calls, if any, should be brief. Extended conversations shall not be made while driving. Sending or reading text messages or e-mails, dialing cellular phones, viewing television, videos or DVDs and inputting data into laptop computers, personal digital assistants or navigation systems is prohibited while driving.

I hereby acknowledge receipt of the written mobile technology device use policy of Washington College.

Employee Name - Print

Employee Signature

Date