

## MOBILE HANDHELD DEVICE POLICY

Oklahoma Soccer Association is committed to providing a safe working environment for our employees. We are not only concerned about our employees' welfare but also the welfare of others who could be injured by distracted driving. Numerous studies have demonstrated how the use of cell phones and other wireless devices while driving pose a significant safety risk to motorists, their passengers, and others on the road. Driver distraction is a factor in a majority of serious motor vehicle accidents. Use of hands-free devices has not been shown to be safer. Use of cell phones and other electronic devices while driving is a visual, mechanical, and cognitive distraction. This policy applies to all employees who operate any vehicle for company business.

**Business Use:** Use of any mobile hand held device for company related business is prohibited while operating any vehicle. This includes the use of either Company provided or personal mobile devices for business purposes.

**Company Vehicles:** Use of any mobile hand held device is prohibited while operating a Company vehicle, whether or not the use is for business or personal purposes. This includes both Company provided mobile devices and personal mobile devices. Company vehicles means vehicles owned or leased by the Company or vehicles rented for business reasons.

**The prohibited use includes hands-free.**

**Use** – This includes talking, listening, texting, reading, or writing e-mails, placing or receiving calls even if the device is hands-free.

**Use when safely parked.** Follow these practices to help comply with this policy:

1. Allow voicemail to handle your calls while operating the vehicle and return them when safely parked.
2. Use special ring-tones for important calls that cannot wait until we arrive at our destination then pull off the road to a safe location before responding.
3. If we need to receive or place a call, pull off the road to a safe location before placing or accepting a call, texting, writing, or reading an email.

**Emergency calls** – **Emergency** calls are exempt from this policy.

This policy does not prohibit the use of a mobile hand held device while a passenger in a vehicle.

**Use of laptops, video devices, and similar devices are prohibited** in *all* situations while operating a vehicle.

**GPS devices** – Global Positioning System (GPS) devices are useful to help find our way and can enhance safety if used properly, but they can also be a distraction and endanger us if not used properly. Here are some good practices to follow:

1. Never operate GPS devices while driving. Pull over to a safe place to program them.
2. Once programmed, review the directions before starting the drive to become familiar with the route.
3. Listen to the voice commands.
4. Minimize looking at the device since it takes our eyes off the road.
5. GPS units are not perfect and sometimes lead us into impassable routes so do not be overly dependent on them. Stay alert and drive defensively.