



RM of Loon Lake #561

Policy Type:	Transportation
Policy Title:	Cell Phones Use
Policy Number:	300-09

Authority:	
<i>Council Resolution #</i>	<i>109/21</i>
<i>Rescinded</i>	<i>82/22</i>
<i>Council Resolutions #</i>	<i>133/22</i>

Purpose

The R.M. of Loon Lake No. 561 recognizes that the use of cell phones for communication may be distracting and may lead to injuries while at work or on the road.

Communication devices have extended greater flexibility into the way work can be completed, however, it is important to consider the risks this flexibility can create. Through careful planning of our tasks, we will/can eliminate or reduce the distraction and the risk created by the use of a cell phone.

Policy

The use of any cell phone is prohibited when operating a motor vehicle or powered mobile equipment (PME); whether the vehicle is in motion or stopped at a traffic light. This includes, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, text messages and browsing social media.

This policy applies to all employees when **any** of the following four conditions apply:

- Operating a R.M. vehicle or R.M. equipment including graders, tractors, and backhoe.
- Operating a personal vehicle on the R.M. business
- Driving on R.M. property
- Using a personal phone for R.M. business

If a call is coming through while operating any vehicle or PME, or you need to make a call the following shall be adhered to;

- Pull over onto the nearest approach (so you are not blocking any traffic) and are in a safe position and make or receive the call.
- The employee will not resume their job until the conversation is completed.

This includes sending or reading text, or email.

Compliance

Non-compliance with this policy will be treated the same as violating the R.M. of Loon Lake No 561 900-11 Employee Code of Conduct Policy and employee maybe held accountable as per the 900-14 Employee Discipline Policy

Effective Date/Repeal

This policy will come into effect on May 11, 2022 unless otherwise specified and shall be implemented as outlined in this policy. This policy repeals and replaces all resolutions and any policies pertaining to Cellular Phone Use that have been consolidated into this policy and replaces all past practices. This policy may only be amended or repealed by resolution of Council.

This policy was repealed on April 13, 2022. Resolution Number 82/22