

Skyline Math and Science Academy

Adopted: 8.26.24

Revised

710 Wireless Device and Distracted Driver Safety Policy

POLICY PURPOSE:

The purpose of this directive is to set forth expectations for Skyline Math and Science Academy employees regarding the use of personal or business wireless devices while operating a motor vehicle under the auspices of employment for Skyline Math and Science Academy.

Definitions for purposes of this policy include:

- **Driving Distractions**: References to driving distraction include anything that distracts the driver's attention away from driving and safely operating a motor vehicle. Distractions include reaching for objects, eating, drinking, reading, dialing a hand-held device, and using a hand-held wireless device to speak or text message or page.
- **Wireless Device**: References to wireless devices includes all hand-held electronic devices including telephones, hand-held cell phones, pagers, Personal Digital Assistants (PDAs) or any other hand-held or operated electronic device that require the driver to use one or both hands to operate while driving. Studies have shown that the use of a wireless device, especially cell phones, is the primary factor in causing distractions while driving.

SCOPE

This policy applies to all persons who are operating a motor vehicle, whether their own personal or one owned by the School while under the auspices of employment for Skyline Math and Science Academy.

POLICY

All employees must adhere to all federal, state, and local rules and regulations regarding the use of wireless devices. ***Driving is your priority.*** Obey all traffic signs and signals and stay within the speed limits. Your greatest responsibility is to the safety of other drivers, pedestrians and Spectrum students for whom you are transporting.

Student Transport – Skyline Math and Science Academy Owned Bus and/or Van

- Student safety is a priority! Skyline Math and Science Academy employees may not use a hand-held cell phone or any other wireless device as described above while operating a vehicle – whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, and text messages. Only in the case of extreme emergencies, you must pull over safely to the side of the road or another safe location before answering or initiating a call.

Student Transport – Personal Vehicle

- Student transport in personal vehicles is not allowed unless the vehicle has been inspected and certified by the Minnesota Department of Transportation. The

certification process takes place yearly, which is coordinated by the Dean of Students/Transportation. Skyline Math and Science Academy employees may not use a hand-held cell phone or any other wireless device as described above while operating a vehicle – whether the vehicle is in motion or stopped at a traffic light. This includes, but not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, and text messages. Only in the case of extreme emergencies, you must pull over safely to the side of the road or another safe location before answering or initiating a call.

Non-student Transport – SMSA Owned Vehicles

- Skyline Math and Science Academy requires that all employees follow the exact same protocol regarding driving distractions and wireless devices as if they were transporting students when driving Spectrum owned vehicles, with the exception of hands-free (Bluetooth) communication, which is permitted.

Non-student Transport – Employee Owned Vehicle – within Scope of Employment

- Skyline Math and Science Academy requires that all employees of Skyline Math and Science Academy who are operating their personal vehicle under the auspices of their employment, follow the exact same protocol regarding driving distractions and wireless devices as if they were operating a Skyline Math and Science Academy owned vehicle, with the exception of hands-free (Bluetooth) communication, which is permitted.
- Additionally, Skyline Math and Science Academy employees are required to:
 - Turn cell phones off or put them on silent or vibrate before starting the vehicle.
 - Consider modifying voice mail greetings to indicate that you are unavailable to answer calls or return messages while driving.
 - Inform others of this policy as an explanation of why calls may not be returned immediately.
 - Failure to comply with this policy is subject to appropriate discipline ranging from a letter of reprimand up to including discharge, as appropriate.

**Skyline Math and Science Academy Wireless Device and
Distracted Driver Safety Policy Acknowledgement Form**

I acknowledge that I have received a written copy of the Wireless Device and Distracted Driver Safety Policy, that I fully understand the terms of this policy, that I agree to abide by these terms, and that I am willing to accept the consequences of failing to follow the Wireless Device and Distracted Driver Safety policy.

Employee Signature

Date

Employee Name (printed)

In the event that policies adopted by the School are in conflict with then applicable Minnesota law, the provisions of the law will apply.