

Administrative Procedure 613

USE OF MOBILE DEVICES WHILE DRIVING

Background

Aspen View employees use their personal and company-supplied mobile devices for business-related matters. However, the use of these devices while operating a motor vehicle creates a distraction and a risk to the safety of the employee and others.

Procedures

1. Aspen View employees must not use mobile devices while operating division-owned or personal vehicles, while conducting school division business, unless they utilize a “hands-free” device, or they pull off of the road into a safe location, before using a mobile device.
2. Employees who violate this policy will be subject to disciplinary actions imposed by the school division.