**ATTACHMENT 8.C**

**Form is to be put on Agency Letterhead and sign and dated by agency official authorized to sign grant agreements. Agencies may add to or delete from this policy to meet their agency requirements so long as Maryland law regarding driving and using a cell phone are met.**

**Model Cell Phone Policy Template**

SAFE COMMUNICATION WHILE DRIVING

1. State law prohibits any driver from “texting” (the sending or receiving of a text message) while operating a motor vehicle. Therefore, no person may send or receive a text message from a cell phone, Personal Digital Assistant (PDA) or any other text capable device while operating an (name of Agency) vehicle.
2. State and Federal regulations require that CDL holders and/or (name of Agency) drivers not be distracted from safe vehicle operations due to the use of personal communication devices (cellular phones, IPhones, PDAs or any other personal communication devices, including “hands-free” units such as Bluetooth headsets). Therefore, (name of Agency) vehicle operators may not send, receive or otherwise engage in verbal messages using a personal communication device while operating a (name of Agency) vehicle. If personal emergencies or work needs necessitate the need to communicate via a personal communication device, the (name of Agency) vehicle operator may do so only after they have safely pulled off of the road and secured their vehicle.
3. (Name of Agency) vehicle operators are required to be attentive to the special needs of the clients they are transporting. Therefore, (name of Agency) drivers may not use or wear any audio listening devices (including ear phones of any kind) attached to their neck or head without the expressed prior approval of their Supervisor.

Authorized By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MTA Form 8.C, Cell Phone Policy Template 9/30/16