

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM
10910 Clarksville Pike
Ellicott City, MD 21042

Circular No.18
Series 2016-2017

August 24, 2016

Chief Operating Officer

Cell Phone Use

TO: All Staff

FROM: Anissa Brown Dennis, Acting Chief Operating Officer

The Howard County Public School System community is committed to promoting safety and wellness for its children and employees. The risk associated with the distraction created by using a cell phone while driving is well-documented. Please be mindful that the use of **any** cell phone, including hands-free devices, while driving an HCPSS-owned vehicle or operating a personal vehicle while on school system business is prohibited (A state law prohibiting the use of a cell phone while driving became effective on October 1, 2010).

If it's necessary to make an emergency call while driving, the employee must stop the vehicle in a safe place on the side of the road or in a parking area to make the call. Traffic violations, including the use of cell phones, while driving are the responsibility of the employee and violations may subject an employee to disciplinary action per policy.

If you have questions regarding the information in this circular, please do not hesitate to please contact Terry Street, Manager of Safety, Environment and Risk Management at 410-313-6739.

ABD/TS/vw