

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

Circular No. 20
Series 2018-2019

September 6, 2018

Division of Operations

Cell Phone Use

TO: All Staff

FROM: Anissa Brown Dennis
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 hand-held cell phone while driving became effective on October 1, 2010. The law also bans use of cell phones while driving for school bus drivers, those under 18, and adults who hold learner's permits.

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 Board policy.

If you have questions regarding the information in this circular, please do not hesitate to please contact the Office of Safety and Security at 410-313-6739.

ABD/PvG/vw

