

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

Circular No. 48
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Chief Operating Officer

Cell Phone Use

TO: All Staff

FROM: Camille B. Jones
Chief Operating Officer

The entire 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.

If it is 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.

If you have questions regarding the information in this circular, please do not hesitate to contact the office of the Chief Operating Officer for assistance.

CBJ/vjw