

BUS CELLULAR PHONE USAGE

Policy Number:TF0104	Effective Date: 10/22/01 Revision Date: 10/12/06	Director Approval Date: 10/21/06
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PROCEDURE:

1. All Head Start buses that are used on a regular routes will be assigned a cellular phone to be used in emergency purposes (1310.10 (d) (1)) The phones will be assigned to a specific bus by bus number. The driver of that bus will sign for the phone and is responsible for it. Each phone will have a label on the side that indicates the phone number and the number of the bus it is assigned to. When a bus goes in for maintenance, the phone will be transferred and used on the replacement bus. When the regular route bus returns from maintenance, the phone will be returned to that bus.
2. Cellular phones will be secured in their assigned bus during normal school hours. They will be turned off when the bus is parked. Phones will always be turned on when a driver is on their route or a field trip. Phones will be secured in the Head Start Center at the end of the day and on weekends. All bus drivers will have access to the building and will pick up their phone each morning before departing on their bus route.
3. Area Supervisors are responsible to check periodically and make sure phones are charged, working properly, and used in accordance with this policy. Area Supervisors are responsible to ensure that new bus drivers are familiar with this policy and will also give those instructions on how to use the cellular phone. The Area Supervisor will also ensure that bus drivers maintain proficiency in the use of their assigned phone.
4. Bus drivers are responsible to insure their phone is charged, and ready for use. A plug-in wall charger will normally be used for charging. Drivers will receive training on how to identify when the phone needs charging. Plug the phone into the wall charger when you return to the center.
5. USAGE BY OTHER STAFF: Drivers other than the route drivers using the bus will turn on the cell phone and check to see that it is charged for the amount of time they will have the bus away from the center. When the bus is returned, the driver will turn off the cell phone after making sure there is sufficient charge for the next route. The cell phone is only to be used for emergency calls by the bus staff.
6. Employees in possession of company equipment such as cellular phones are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at anytime upon request, the employee may be asked to produce the phone for return or inspection. Employees unable to present the phone in good working condition within the time period requested (i.e. 24 hours) may be expected to bear the cost of a replacement.
7. SAFETY ISSUES: Drivers will not use the phone while the bus is in motion. If a bus monitor is present, they can answer the phone or make a call if necessary. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, if there is no bus monitor (as in fueling or moving the bus for servicing or maintenance), drivers will use Emergency Stop Procedures and pull off to the side of the road and safely stop the vehicle before placing or accepting a call.

8. AUTHORIZED USE: Cellular phones in buses will only be used in emergency situations. (This is due to the ten minute a month time limit the cell phone has.) The authorized numbers or location to call will be 911, your Head Start Center, your Area Supervisor, the Central Office in Joplin, and the Coordinator of Transportation and Facilities. Emergencies include: Bus accidents, bus breakdowns, (i.e. engine failure, flat tire, etc.) or a situation that would require a replacement bus to be sent to your location.
9. UNAUTHORIZED USE: The cellular phone will not be used to make personal calls. Bus staff will not call a Head Start child's home. Head Start parents will never be given the cell phone number for them to call the bus. The Head Start center staff will not call a bus with trivial messages. If a bus is called, the call must be based on an emergency.

Violations of this policy will be subject to disciplinary action, including termination.