

LUMBERJACK RC&D COUNCIL, INC. CELL PHONE USE & DRIVING POLICY

Because Lumberjack RC&D Council, Inc. is committed to establishing and following practices that make work safer, and because we value the safety and well-being of all our employees, the following policy has been instituted to promote safe driving habits:



- ~~• Lumberjack RC&D Council, Inc. employees may not 1) use electronic devices* (either hand-held or hands-free, regardless of ownership), 2) initiate or respond to phone calls, 3) read or respond to text messages or emails (including "Speech-to-Text" applications) in any of the following situations:~~
- Lumberjack RC&D Council, Inc. employees may only use handheld electronic devices if they are paired with the vehicle via a Bluetooth connection. No handheld use is permitted, only voice commands or those that may be initiated by controls on the vehicle itself shall be used while the vehicle is in motion. This applies to any of the following situations:
 - A) While operating a motor vehicle owned, rented or leased by Lumberjack RC&D Council. This includes personal vehicles while being used for work-related purposes.
 - B) While operating a personal vehicle and using a Lumberjack issued electronic device*.
 - C) While engaging in work-related communications in a personal vehicle and/or on a personal electronic device*.
 - D) While traveling on Lumberjack business (even if it is personal communication on a personal phone in a personal vehicle.)
- Emergency Situations: Employees who need to make or take an emergency call while on the road must first park the vehicle in a safe location.
- ~~• Lumberjack issued cell phones will include the following voice mail message: "For safety reasons, I do not make or receive calls while driving."~~
- Failure to follow Lumberjack's Cell Phone Use and Driving Policy will result in consequences such as a verbal warning, a written warning or dismissal to be determined at the discretion of the Forest Inventory Supervisor or the Lumberjack Executive Committee.
- This policy may be changed as deemed necessary at any time by a majority vote of the Council.

*Electronic devices include cell phones, tablets, data recorders or any other handheld electronics. All GPS devices, such as the Garmin Nuvi, may only be viewed while driving when windshield or dash mounted. Setting the device must take place prior to being underway. ~~Using voice commands is encouraged.~~

This policy may be changed by a majority vote of the Lumberjack Council at any regularly scheduled meeting.

Adopted 4/27/2017. Updated 4/24/2025

Vehicle Safety Policy Acknowledgement: I have received a written copy of Lumberjack's Cell Phone Use and Driving Policy. I fully understand the terms of this policy and agree to abide by them. Further, I understand the consequences for failure to comply.

Sign and print your name, add today's date, copy and return the original to your supervisor and place the copy in your Personnel Manual for future reference.

Employee Signature

Date

Employee Printed Name

Conservation That Works!

Lumberjack RC&D, 315 S. Oneida Ave, Suite 206, Rhinelander, WI 54501

Visit us on the web at www.lumberjackrcd.org or on Facebook at www.facebook.com/LumberjackRCandD