

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0624 (AD)  
Effective Date: 08-15-02  
Person Responsible: Health & Safety Coordinator

Subject: Cell Phone Usage  
Last Revision: 12-05-17

Approvals/Date: Brent Olson 1-4-18 \_\_\_\_\_  
Superintendent, WCBDD Date Department Director Date

The following definitions will apply:

**Safe Area** – An area off the roadway and out of the way of other traffic, so as not to impede traffic flow. (Examples include but are not limited to: parking lots, driveways, roadway pull offs).

**Vehicle** – Any Board Owned/Rented/Leased vehicle or personal vehicle with consumers on board.

1. Cell phones are considered portable computing devices and PHI information will not be stored on cell phones. Use is also subject to the Portable Computing Devices and Home Computer Use section of Procedure 02-AL-ALL-0580 (CP) Computer Usage.
2. Employees must immediately report lost or stolen devices to their supervisor and the HIPAA Security Officer in accordance with Procedure 02-ALL-ALL-0686 (AD) HIPAA Security Procedure for Electronic Protected Health Information (EPHI) for Administrative Staff.

**Cell Phone Usage while in Board Owned Vehicle:**

1. Driver must be pulled off the roadway in a safe area to use the cell phone, as driving is **prohibited** while using a cell phone in the vehicle, unless using a hands-free feature or device.
2. If bus staff cannot be reached via cell phone they may be instructed via 2-way communication to call into office. The vehicle aide will make this call. If the driver is the only one on the vehicle, they must stop at a safe area prior to making call.
3. If Transportation staff needs to be reached for personal reasons, you must have individuals contact the Transportation office. The Transportation office will then contact the staff to notify them of the message in the event of an emergency.
4. Individuals served are not permitted to use board owned cellular phones, unless in the event of an emergency.
5. Cell phone usage is prohibited while operating your personal vehicle when an individual served is on board, unless in the event of an emergency.
6. Hands-free devices are permitted.

References: 02-ALL-ALL-0686 (AD)  
02-ALL-ALL-0580 (CP)

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