

DISTRICT OF FORT ST. JAMES
POLICY AND PROCEDURE MANUAL

POLICY GROUP:	Personnel
POLICY NO.:	4.14
SUBJECT:	MOBILE COMMUNICATION
ADOPTED:	March 22, 2006
REVISED:	June 27, 2012 January 28, 2015 (Resolution No. 2015-02-09) May 13, 2015 (Resolution No. 2015-09-06) April 8, 2021 (Resolution No. 2021-07-07)
ADMINISTERED BY:	Department Heads

Policy: The District will provide mobile phones for the Mayor and designated employees. All mobile communication devices will only be used in a safe manner.

Objective: The purpose of mobile phones is for employees and Council to communicate with each other and members of the public, both to promote efficient and effective operations and/or for personal safety while on the job.

Procedure:

1. Mobile phones may be provided for the Mayor, the Chief Administrative Officer (CAO), the Public Works Superintendent (PWS), the Public Works Foreman, the Fire Chief, and Seniors Helping Seniors (SHS) Drivers. An additional mobile phone will be available for the person acting as the Standby Operator.
2. Only employees that need a cell phone after hours will be permitted to take them home. This would include the Mayor, the Chief Administrative Officer (CAO), the Public Works Superintendent (PWS), the Public Works Foreman, the Standby Operator, and the Fire Chief.
3. Additional mobile phones may be provided on a temporary basis for other employees at the discretion of the CAO in cases of emergency.
4. Mobile phones and usage plans:
 - a. will be purchased by the District and all monthly and user fees will be paid by the District; or
 - b. may be purchased by the employee, who will receive a phone allowance equivalent to the cost of the District providing a similar plan.
5. Mobile phones, and their accessories, provided by the District will remain the property of the District, and shall be returned to the District office when the employee vacates their position.
6. Employees are provided with a mobile phone for District business use. Employees will limit the number of personal calls, texts, and data charges on the mobile phone. The District may audit the phone bills and will request payment for calls and data charges that

are not work-related. The Corporate Officer will randomly audit phone bills throughout the year to ensure compliance.

7. It is the responsibility of employees to backup any personal information (examples include but are not limited to photos, videos, contacts). The District will not be held responsible for the loss of any such information.
8. Information on District cell phones including personal cell phones that the District pays for may be released to the public under Section 4.2 of the Freedom of Information and Protection of Privacy Act (FIPPA).

SCHEDULE “A”

CELL PHONE USE

The purpose of this section is to outline the acceptable use of cellular phones (“cell phones”) and other communication devices.

Who This Policy Applies to:

This policy applies to all employees, contractors, consultants, temporary workers and other workers at the Company, including all personnel affiliated with third parties working at Company facilities.

This policy applies to:

- All communication devices, whether owned by the District or by the individual worker;
- All vehicles operated by workers while on duty, whether owned by the District or the individual worker; and
- All conversations, whether personal or business-related.

Background:

BC Provincial Legislation (Effective January 1, 2010) prohibits the use of cell phones in motor vehicles with the exception of “hands free devices”.

Employers could be liable for motor vehicle collisions involving their employees who were using cell phones while driving

Numerous experimental studies demonstrate that:

- Using a cell phone while driving slows the driver’s reaction time by 18%.
- Cell phone use increases the risk of rear-end collisions by twofold.
- Using a cell phone while driving reduces visual field attention.
- Cell phone conversation increases the probability of missing red lights.
- Talking to a passenger is different because a passenger can see the traffic situation and adapt the conversation accordingly or warn the drivers of an imminent danger.

These rules are in place to protect workers and the District. Inappropriate use of communication devices endangers workers by distracting them and may interfere with their proper and safe use of equipment and machinery. The devices themselves and any headphones or wireless ear pieces may get tangled in machinery or interfere with the proper use of PPE.

Violations of the Policy

Workers who violate this policy will be subject to disciplinary measures up to and including dismissal, depending on the circumstances.

Cell Phone Procedures

- When driving a vehicle for the **District of Fort St. James**, whether the vehicle is District-owned or otherwise, an employee's only responsibility is driving the vehicle.
- Safe driving requires 100% attention to the task at hand.
- Using a cell phone while driving leads to an increased risk of having an accident through distraction and/or a lack of attention to driving.
- To ensure your safety, using mobile phones, cell phones, electronic devices, whether for work or personal use, while driving is strictly forbidden.

SCHEDULE “B”

PORTABLE RADIO USE POLICY

1. Radio frequency usage is coordinated by the **District of Fort St. James**.
2. Use only those frequencies assigned to an area.
3. Radio use is restricted to calling important messages.
4. Communication systems policy includes 2-way radios, intercom systems, etc. Please follow proper procedures - be polite, do not interrupt when others are using the radio. Be specific and timely in your communication.
5. If you think your message or transmission has been interrupted, repeat your message, or ask for confirmation from another radio-equipped vehicle.
6. Misuse includes idle chatter not relating to business, and the use of profane, obscene words and/or language is unacceptable!
7. Any profane or obscene language used by an employee or Contractor will result in action being taken by the District of Fort St. James towards the violator.