

# Wireless Communications Policy Template

**This is only a template. Agencies are required to customize the following information to their own organization. The agency is responsible also to ensure that the policy is adopted and practiced.**

## Definitions:

**Wireless Communication Device:** an electronic or electrical device capable of remote communication. Examples include: cell phones, personal digital assistants (PDA's), portable computer (laptops), and watches that connect to a communication device or are capable of connecting to cellular networks.

**Personal Wireless Communication Device:** a wireless communication device (see definition above) not issued by the agency for business purposes. This includes watches and Bluetooth devices that connect to a wireless communication device.

**Use of a Wireless Communication Device:** use of a wireless communication device (see definition above) used to place or receive a telephone call, to send or read electronic mail or a text message, to play a game, navigate the internet, execute computational functions, play music, or perform any other voice or data function that requires connection to a cellular or Wi-Fi network.

**Safety Related Task:** any task that involves boarding and alighting passengers, including using wheelchair lifts and ramps, pre and post trip inspections, and any time that the vehicle is in motion.

(insert agency name) requires bus operators to fully comply with the following wireless communication policy:

- The use of a personal Wireless Communication device is prohibited while the transit vehicle is in motion.
- All personal Wireless Communication devices shall be turned off with any earpieces removed from the operator's ear while occupying the driver's seat.
- In an emergency if an operator is unable to use the radio (e.g. the operator is separated from the vehicle due to a need to evacuate, fire, or the radio is inoperable due to lack of coverage, malfunction, or damage) a personal cellular phone may be used to contact the agency (*optional and/or emergency services*). An operator must ensure that they are either off of the bus or that the bus is parked in a safe place prior to contacting the agency.
- Operators shall not use any Wireless Communication device issued by the agency while the vehicle is in motion, Operators are instructed to pull over out of the flow of traffic to use agency issued Wireless Communication devices. The use of Two-way radio communications with agency personnel shall be necessary and brief. The use of any Wireless Communication device is prohibited while loading or unloading a wheelchair or while conducting any other safety related duty.

(insert agency name), in compliance with FS 316.305 Wireless communications devices – prohibition, also known as "Florida Ban on Texting While Driving Law", requires that a person may not operate a motor vehicle while manually typing or entering multiple letters, numbers, symbols, or other characters into a wireless communications device or while sending or reading data on such a device for the purpose of nonvoice interpersonal communication, including, but not limited to, communication methods known as texting, e-mailing, and instant messaging. As used in this section, the term "wireless

communications device” means any handheld device used or capable of being used in a handheld manner, that is designed or intended to receive or transmit text or character-based messages, access or store data, or connect to the Internet or any communications service as defined in s. 812.15 and that allows text communications. For the purposes of this paragraph, a motor vehicle that is stationary is not being operated and is not subject to the prohibition in this paragraph.

(insert agency name) has a training and testing program on the proper use of a Wireless Communication device.

Training of operators on this Wireless Communication Policy and a signed receipt of the policy are required before an operator is allowed to operate an agency vehicle on a road or highway unsupervised.