



ALABAMA MUNICIPAL INSURANCE CORPORATION
MUNICIPAL WORKERS COMPENSATION FUND, INC.



Loss Control Division

MOBILE COMMUNICATION DEVICES

POLICY:

It is the policy of [entity] that all mobile communication devices used by employees during work hours or for company business shall be used in a safe manner.

PROCEDURE:

To facilitate the safe usage of all mobile communication devices used by [Entity] employees in the course and scope of their work duties, the following procedures shall be observed when using mobile communication devices:

1. [Entity] employees who have been provided with a cellular phone shall be provided with appropriate accessories which will allow the employee to use said cellular phones in a hands-free mode.
2. [Entity] employees using cellular phones while driving [Entity] Vehicles or while driving personal vehicles for [Entity] business shall:
 - a. Take all appropriate steps to insure that employee is not distracted by the cellular phone to the point that safety is compromised;
 - b. Connect and use hands-free accessories when using cellular phones;
 - c. Use care when dialing the cellular phone to insure that safety is not compromised by the dialing process. This may require the employee to safely pull over to the side of the road in order to look up numbers, or dial the phone;
 - d. Use care to insure that phone-related activities do not interfere with the employee's safe operation of the vehicle. If employee must make notes during the phone call, the employee should safely pull over to the side of the road before making said notes.
3. Employees using [Entity]-issued phones for personal calls on their own time are encouraged to use appropriate safety accessories and guidelines.