PCCS Distracted Driving Policy

In order to increase employee safety and eliminate unnecessary risks behind the wheel, Piedmont Community Charter School has enacted a Distracted Driving Policy, effective 10/20/26. We are committed to ending the epidemic of distracted driving, and have created the following rules, which apply to any employee operating a PCCS vehicle (or a personal vehicle for business purposes) or using a school-issued cellphone while operating a vehicle:

- PCCS employees may not use a hand-held cellphone while operating a vehicle—whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages and text messages.
- If PCCS employees need to use their phones, they must safely pull over to the side of the road or another location.
- Additionally, PCCS employees are required to do the following:
    - Turn cellphones off or put them on silent or vibrate before starting the vehicle.
    - Consider modifying voicemail greetings to indicate that you are unavailable to answer calls or return messages while driving.
    - Inform others of this policy as an explanation of why calls may not be returned immediately.
- A violation of this policy will subject the employee to disciplinary action up to and including termination.

I acknowledge that I have received a written copy of the Distracted Driving Policy, that I fully understand the terms of this policy, that I agree to abide by these terms and that I am willing to accept the consequences of failing to follow the policy.

Please read, sign and return the Distracted Driving Policy to your supervisor.

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Employee Signature

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Date

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Employee Name (printed)