

Mobile Phone Use Policy FOR ALL Reeves Drivers

Effective November 19, 2012, all Reeves employees who operate any vehicles are prohibited from using a hand-held mobile telephone while operating a vehicle. All Company drivers will have to adhere to this policy:

While operating a company vehicle, mobile phone use **(with either a personal or company-issued phone)**

by company employees shall be subject to the following restrictions:

1) The mobile phone must have a hands-free method of operation. This can include, but is not limited to:

- a. a blue-tooth headset;
- b. a vehicle-integrated communication system; or
- c. a mobile hands-free speaker/microphone device.

2) Before commencing travel, the mobile phone must be configured so that it can receive and make a call either through voice activation, or with the push of a single button.

3) The mobile phone must also be located either on the driver, or within easy reach (i.e. affixed to the dash, visor, driver's-side seat, etc.)

4) If the phone is going to be used as a GPS device to provide travel or mapping directions, it must be set up and running before commencing travel.

Unless the driver pulls off the road and parks in a safe location, drivers are prohibited from:

1. Sending or reading text messages or photos;
2. Taking or viewing photos;
3. Manually dialing a phone number;
4. Looking up a contact number in the phone's directory;
5. Manipulating the GPS phone function in any way; or
6. Browsing the internet, or using any other phone application beyond taking and receiving calls.

In the case of making a phone call, the driver may commence driving again while they are still on the call, as long as a hands-free device is used.

Jarrold Crum
Safety Director
101 Sheraton Court
Macon, GA 31210
Office 478-474-9092
Cell 229-942-9547

