

Policy and Procedures

Title: Cell Phone Use

Date issued / last revision: March 31, 2004

Date effective: Immediately

Cell Phone Use

Statement:

Cooperstown Medical Transport, Inc. (CMT) has provided cell phones for business use and will allow personnel to carry and use their personal cell phones.

Purpose:

This policy is to establish appropriate use of cell phones while on duty.

Scope:

This policy applies to all CMT employees, full time, part time, per diem, interns and observers.

Policy:

1. The uses of CMT cell phones are only for official use.
 - a. A supervisor must approve any personal use of CMT's cell phones.
 - b. Any abuse of CMT's cell phones could result in disciplinary action.
2. The use of any cell phone, CMT or personal while operating a CMT vehicle is prohibited.
3. The use of a personal cell phone for personal business while in the presence of a patient or while providing patient care is prohibited.