



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY
GOVERNOR

LYNDO TIPPETT
SECRETARY

October 3, 2007

To: L&S Group Leaders
Area Engineers

From: C. W. Brown, PE, PLS
State Location & Surveys Engineer

Subject: Pers 2007-2
Use of Personal Cell Phones on Project Sites

As possession of cell phones proliferate in society, certain uses of these cell phones encroach upon normal and reasonable duties during the workday. Cell phone usage may result in inattention to ongoing work activities, which may cause errors or delays. In addition, in a work environment such as ours, in or near traffic, in outside conditions, where each employee's safety depends upon the attention of all other employees, this inattention may result in endangering the health and lives of crewmembers and/or the traveling public. It is therefore the policy of this Unit that cell phone usage for personal applications will be limited only to those times during the day when the employee, as part of a survey crew, is not involved in work activities. This will normally be defined as times of travel to and from the work site (but not travel on the work site as part of moving from one point to another), lunch breaks, or break times as specified by the survey team leader. At no time should unauthorized personal use of cell phones be allowed to be the cause of delay for work activities.

Any cell phone usage by an employee on a project site, during these times, whether initiated by the employee or by others, must be approved by the survey team leader on the project. As the survey crew leader has access to a cell phone, any emergency contact to the employee may be handled through the employee's field office, where someone will contact the survey crew leader or employee as needed.

Further, text messaging while driving any vehicle owned by NCDOT or NCDOA and assigned to the Locations & Surveys Unit Is Prohibited.

This policy does not prohibit use of personal cell phones in the operation of Unit tasks, or use of cell phones for communication between crew members during work activities, or the use of personal cell phones in emergency situations when the employee may need to contact the field office or emergency personnel (fire, police, paramedics, etc.).

Failure to comply with this policy may result in disciplinary action, up to and including dismissal.

MAILING ADDRESS:
NC DEPARTMENT OF TRANSPORTATION
LOCATION & SURVEYS UNIT
1588 MAIL SERVICE CENTER
RALEIGH NC 27699-1588

TELEPHONE: 919-250-4109
FAX: 919-250-4223

WEBSITE: WWW.DOH.DOT.STATE.NC.US

LOCATION:
CENTURY CENTER COMPLEX
BUILDING B - ENTRANCE B4
1020 BIRCH RIDGE DRIVE
RALEIGH NC 27610
Pers 2007-2.doc