



The Greater Cleveland  
Regional Transit Authority

To: Operations Division Operators of Non-Revenue Vehicles  
From: Michael C. York, DGM – Operations  
Date: August 19, 2014  
Subject: Use of Cell Phones While Working

**Inter-Office Memo**

It has been brought to my attention that certain personnel who drive RTA non-revenue vehicles in the conduct of their jobs (e.g., mobile truck mechanics, Service Quality supervisors, etc.) have been using cell phones while driving. This is a practice that started some years ago with RTA mobile phones issued to some personnel and has continued with personal cell phones. As I'm sure you know, the use of a cell phone or any other electronic device while operating an RTA vehicle is against Authority policy. With personnel who drive revenue vehicles it is a Zero Tolerance Policy that not only prohibits talking on a cell phone while driving but also requires that cell phones not be on one's person while driving.

This is to advise all Operations Division personnel who drive non-revenue vehicles that the use of cell phones while operating a RTA non-revenue vehicle, or a personal vehicle that is being used in the conduct of RTA service, is a violation of Authority policy. While you are not prohibited from having a cell phone on your person, you are prohibited from using the phone while driving in the conduct of your job responsibilities. If you are called, or need to make a call, pull over to a safe location and secure the vehicle before using the phone. As with personnel who drive revenue vehicles, talking while driving is a Zero Tolerance issue.

Please drive safely and do not use a cell phone while driving. The few seconds that it takes to pull to a safe location before using the phone will not hinder anyone from performing their job responsibilities.

Cc: District Directors  
Scott Ferraro  
Robert Huyck  
William Nix