
I. PURPOSE

Athlos Academy of Jefferson Parish employees are expected to lead by example and maintain a safe learning environment for their students as well as for other school personnel.

II. POLICY**A. Seatbelts:**

1. All employees must use seat belts and shoulder restraints (if available) whenever they operate a vehicle on school business.
2. The driver is responsible for seeing that all passengers in front and rear seats are buckled up.

B. Cellphones:

1. Employees should refrain from using cell phones while driving on school business.
 - a. The use of a hands free device is acceptable.
 - b. When driving on Athlos Academy of Jefferson Parish business, the only acceptable manner in which to do so is using a hands-free device.
 - c. However, it is recommended that employees do not operate cell phones at any time while driving on school business.

C. Housekeeping:

1. Work locations, stairways, and aisles should be kept clean and orderly.
2. Spills should be promptly cleaned.
3. Objects should not impede mobility in the work area.
4. Pile materials, bins, boxes, or other equipment so as not to block pathways or exits.
5. Items stored in the classroom should not pose a threat to student's safety in any instance, especially in the event of a natural disaster.