

Distracted Driving Policy

Effective Date: July 1, 2015

Use of Wireless Communication and/or Electronic Devices in Vehicles

In order to increase employee safety and eliminate unnecessary risks behind the wheel, the following rules apply to any employee operating a City vehicle or using a City-issued cell phone or other electronic device while operating a personal vehicle and shall conform to the prohibitions against use of mobile electronic Devices while driving, as contained in New Hampshire RSA 265:79-c.

1. Employees shall not operate cell phones, electronic devices capable of providing voice or data communication, or any other electronic devices while operating a City owned vehicle, and while in the performance of City business and operating any vehicle not owned by the City, except when using such devices in the hands-free mode. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, reading or responding to emails, instant messages, and/or text messages.
2. This shall apply to City owned/issued devices as well as devices that are owned by the employee while conducting any and all City business.
3. Employees shall not initiate and/or receive calls, or use cell phones, GPS, tablets, iPods, iPads, or other devices that require data entry while driving except as provided by law (NH RSA 265:79-c), as follows:
 - a) By using the device to report an emergency;
 - b) Using one hand to operate a non-cellular 2-way radio;
 - c) By using a Bluetooth or similar hands-free electronic device that is integrated into the motor vehicle, either temporarily or permanently, by which the electronic device does not require use of either hand.
 - d) Drivers under the age of 18 will not be allowed to use any electronic devices (hand held or not) except to report an emergency
4. If an employee must initiate or receive a call, text message or other communication from an electronic device that is not hands-free, the employee shall drive to a safe location out of the traffic lane, stop the vehicle prior to activating the device, and shall remain there until the communication is completed.
5. In addition to any penalties provided for by law, a violation of this policy may result in disciplinary action up to and including termination of employment.
6. Employees who are charged with traffic violations resulting from the use of any electronic device while driving will be solely responsible for all liabilities that result from such actions.

I acknowledge that I have received a written copy of the Distracted Driving Policy.

Employee Signature

Date

Employee Name (printed)