



## **Distracted Driving Policy**

### **Policy Statement**

The main purpose of this policy is to protect the health and safety of Town of Grand Lake employees, by prohibiting or restricting them from undertaking activities that distract their focus from driving responsibilities while operating any motor vehicle in the course of their work.

This policy has been implemented to

- Reduce the incidence of driver distractions and to ensure the safety of our employees and others (passengers, other motorists, and pedestrians)
- Comply with the motor Vehicle laws
- Reduce operational and financial risks
- Strengthen the reputation of the municipality

### **Application**

This policy applies to all Town of Grand Lake employees.

### **Definition**

Distracted driving is the diversion of attention from driving, as a result of the driver focusing on a non-driving object, activity, event, or person. This diversion reduces cognitive awareness, decision-making, or performance leading to increased risk of driver-error, near-crashes, or crashes.

**Prohibited Activities** – Employees will not engage in the following while driving.

- Operating a cellphone (hand-operated)
- Operating a computer / laptop, text messaging device, or Global Positioning System (GPS) tools and devices,
- Reading (a book or newspaper, etc.)
- Personal grooming
- Headphones or earbuds in both ears

### **Exceptions**

- Drivers can use a cell phone to contact a public safety entity or during an emergency
  - An emergency includes situations where someone's life or safety is in danger, or a serious accident, fire, or road hazard has occurred.



### **Enforcement**

Violations of this policy will be considered a serious matter and may be subject to disciplinary action.

Violations of the distracted driving laws may be fined and their license suspended, penalties increase with subsequent offenses.

### **MOTOR VEHICLE SAFETY POLICY ACKNOWLEDGEMENT**

I have received a written copy of the Town of Grand Lake's Motor Vehicle Safety policy. I fully understand the terms of this policy and agree to abide by them.

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Employee Signature

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Date

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Employee Name (printed)