



ADDENDUM: DISTRACTED DRIVING POLICY

ISSUE DATE:		SEPTEMBER 2021	REVISION DATE:	
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I. PURPOSE

The purpose of this policy is to prohibit distracted driving activities by employees, during non-emergency response, while driving for the purpose of Town of Palmer Lake business.

II. POLICY

The Town of Palmer Lake requires employees to operate vehicles with a heightened level of awareness and responsibility to ensure public safety. The purpose is to increase employee safety, align with State and Federal laws, reduce unnecessary risks while driving and reduce the likelihood and/or the severity of motor vehicle accidents. The Town of Palmer Lake greatly values the safety and well-being of all employees and public; therefore, it is the policy of the Town that:

- Employees are not permitted to operate a motor vehicle while performing tasks that may cause distractions while driving/operating a vehicle – including using a handheld device to text, compose, read or send electronic message while the vehicle is in motion and in traffic during the employee’s work schedule or when conducting Town related business;
- If an employee must make a call, including an emergency 911 call, the employee must first park the vehicle in a safe location; and
- All employees must follow the Town Distracted Driving Policy.

Investigations resulting in a finding that employee conduct violated this policy will result in appropriate disciplinary action up to and including suspension without pay or termination of employment. Department supervisors are responsible for ensuring that the policy is communicated to staff for compliance.

III. EXCEPTIONS

In the case of the following emergency, an exception to this policy is granted.

- A Town vehicle responding to an emergency is excluded. Using a handheld device is permissible when necessary to communicate with law enforcement or other emergency service.
- The use of a Town two-way radio system while driving is excluded from this policy.
- Commercial Motor Vehicles covered under the Federal Motor Carrier Safety Administration rules specifically prohibiting drivers of commercial motor vehicles from texting or using handheld phones while operating a vehicle.