



DISTRACTED DRIVING POLICY

POLICY STATEMENT

The main purpose of this policy is to protect the health and safety of the City of Sterling's 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 company

APPLICATION

This policy applies to all the City of Sterling 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 an increased risk of driver-error, near-crashes, or crashes.

PROHIBITED ACTIVITIES

Employees will not engage in the following while driving:

- Operating a cell phone (hand-operated or hands-free)
- Operating a computer/laptop, text messaging devices, or Global Positioning System (GPS) tools and devices
- Reading (book or newspaper, etc.)
- Personal grooming
- Eating

ENFORCEMENT

Violations of this policy will be considered a serious matter and may be subject to disciplinary action. Violations of the distracted driving laws can result in fines and loss of points from the driver's license.

EFFECTIVE DATE

The policy is effective as of July 1, 2019.

City Manager: Donald G. Salzig Date: June 24 2019