

**Originator:** City Manager's Office  
**Revision Date:** Original Policy - Unrevised  
**Adoption Date:** February 5, 2011  
**Subject:** Distracted Driving

**POLICY STATEMENT**

The City of Escanaba promotes responsible and safe vehicle operation by its workforce. Studies have demonstrated that safety is severely compromised when cell phones and other electronic devices are used while driving. Therefore, in the interest of public and employee safety, the City of Escanaba has enacted the following policy, which regulates the use of such devices while driving on City business or operating City Equipment.

**POLICY SCOPE**

The policy applies to all City of Escanaba employees, contractors, elected officials, and volunteers who drive City of Escanaba owned or leased vehicles and/or personal vehicles on City of Escanaba business, or for the benefit of the City of Escanaba. The policy also applies to any individual who operates equipment for the benefit of the City.

**POLICY**

Those named under "Policy Scope" shall not read, manually type, or send a text message, use a cellular telephone, computer music player, paging device, video player, ipod, ipad, computer or similar device, electronic or otherwise while driving or operating vehicles and/or equipment. This restriction shall apply whenever any vehicle or piece of equipment is under way, occupying the public right of way, or placed in a forward or reverse gear. Use of two-way radios is not prohibited under this policy.

Exception: This policy does not apply to an individual who is:

- (1) Using a cellular telephone to report a traffic accident, medical emergency, or serious road hazard.
- (2) Reporting a situation in which the person believes his or her personal safety is in jeopardy;
- (3) Reporting or averting the perpetration or potential perpetration of a criminal act against the individual or another person;
- (4) A public safety officer or operator of an emergency vehicle who is using his or her cell phone to place or receive a call which is necessary to aid in, or resolve, an emergency matter.

**PROCEDURE**

Department Heads will be responsible for ensuring that each of their affected employees comply with the provisions of the policy. Department Heads are responsible for ensuring each of their departmental employees sign a form acknowledging receipt of the policy and agreeing to the provisions contained in the policy.

## CONSEQUENCES

An individual who fails to comply with this policy will be subject to the appropriate disciplinary action, up to and including discharge.

A Supervisor who fails to enforce this policy will be subject to appropriate disciplinary actions, up to and including discharge.

APPROVAL DATE: February 5, 2011

EFFECTIVE DATE: February 11, 2011

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James V. O'Toole  
City Manager

Distributed: February 4, 2011

**CITY OF ESCANABA  
ACKNOWLEDGMENT OF RECEIPT OF  
VEHICLE OPERATIONS POLICY # 070810-02**

I have been given a copy of the City's Distracted Driving Policy dated February 1, 2011 and have reviewed the policy and agree to abide by all terms and conditions contained therein.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
Print Name

Date: \_\_\_\_\_

S:personnel/policies/distracted driving