

**ROUTT COUNTY  
ADMINISTRATIVE POLICIES AND PROCEDURES  
Policy Number X.XX**

<b>TITLE</b> Distracted Driving Policy	<b>Date of First Approval</b> September 19, 2023
<b>RESPONSIBLE DEPARTMENT</b> County Manager	<b>Date Last Revised</b>

Purpose: To set standards for employees driving any County owned vehicle or machinery, or while on County business in a personal vehicle in order to reduce distracted driving.

Department(s) Affected: All.

Waiver Authority, if any: None.

- I. Mobile phone use without a hands-free device is prohibited while driving any County vehicle or driving any vehicle while on County business (collectively “driving”).
  - A. If a call is received while driving, drivers shall allow the call to go to voicemail and return the call when no longer driving.
  - B. If a call needs to be placed, drivers shall pull over to a safe location before placing the call.
  - C. Sending or reading text messages while driving a vehicle is prohibited.
  - D. Checking email, checking social networks, using the internet, using smartphone apps, reading printed materials, or other similar forms of manual data entry or transmission while driving is prohibited.
- II. Use of earbuds, headphones, or similar devices while driving are prohibited.
- III. GPS navigation devices (including a mobile phone) may be used for driver navigation assistance if necessary in the performance of County business.
  - A. Navigation devices shall not obstruct the driver’s view.
  - B. Destinations on the navigation device or any changes shall not be input while driving.
  - C. Navigation devices should be placed in a way so that the driver does not need to hold or unlock the device while driving.

- IV. Any actions that could be a distraction while driving a vehicle is discouraged.
  - A. Activities such as drinking beverages, eating, and adjusting vehicle controls should only be done if traffic conditions permit and can be done without taking attention away from driving.