

**TOWN OF BANCROFT
POLICY NO. HR-009 - DISTRACTED DRIVING POLICY**

PURPOSE

The Corporation of the Town of Bancroft has adopted this policy to ensure the ongoing health and safety of our employees, Town representatives, and the public at large, and provide our employees with a clear set of guidelines to ensure compliance with the regulations made under the Highway Traffic Act of Ontario.

POLICY

In accordance with the regulations set out in the Highway Traffic Act of Ontario the following applies to all Town of Bancroft employees and representatives operating Municipal vehicles and or equipment or while driving their personal vehicles on Municipal business.

Activity/Device

Cell Phone, Personal Digital Assistant (PDA) or any Hand-held Electronic Device

Legislation

A driver must not hold, view or manipulate an electronic communication device, hand-held or wireless electronic device that can send or receive phone calls, electronic data, electronic mail or text messages.

A driver may use a cell phone on hands-free mode – this means the device is not held in the drivers hand and is activated by voice or a single touch to the device.

Use of Radio Communication Devices (e.g. CB Radios, “Mike” technology)

Drivers may only use hand-held radio communication if:

They are drivers of escort, pilot or trail vehicles and are using a radio communication device for the purpose set in the regulation.

Using the radio communication device to contact their employer, where that employee is required to maintain radio contact with his or her employer.

Using the radio communication device for the purpose of participating in a search, rescue or emergency management situation.

Drivers may use radio communication devices in

Hands-free mode - this means the device is not held in the drivers hand and is activated by voice or a single touch to the device

Contacting Emergency Response Units (e.g. 911)

Drivers may use a hand held phone or radios to contact an emergency response unit.

Portable Audio Players, (e.g. MP3 and other Music/Audio Players) and GPS Navigation Systems.

A driver may use a music, audio player or GPS Device but it must be programmed or set up in advance of driving so that drivers are not manually typing or inputting information while driving.

If the audio player is connected to the vehicle sound system, drivers may use the vehicle controls to operate the MP3 audio player.

GPS units must be secured to the vehicle and may only be controlled in a voice-activated manner while driving

Video Display Screens

A Driver may not permit a video display screen to be activated and within view of the driver unless the screen is:

A GPS navigation device being used to obtain navigation information

A cellular telephone being operated in hands-free mode

A logistical transportation system device used to track vehicle location, driver status or the delivery of packages or other goods for commercial purposes. Drivers must program them before they begin driving.

A dispatch system used for the transportation of passengers.

A collision avoidance system device when used to provide collision avoidance information, or

An instrument, gauge, device or system that is used to provide information to the individual regarding the status of the various systems and position of the vehicle.

Reading

Drivers are prohibited from reading printed materials inside the vehicle while driving.

Writing

Drivers are prohibited from writing, drawing or sketching while driving.

Grooming

Drivers are prohibited from attending to personal hygiene or grooming while driving.

All Town of Bancroft employees and representatives must adopt safe driving techniques at all times while operating Town owned vehicles and or equipment or while driving their personal vehicles on Town business.

All employees are solely responsible for any fines and/or charges laid by the authorities for any contravention of the Distracted Driving Legislation while operating a vehicle in the course of their employment. Employees and representatives who choose to violate the policy could also face disciplinary action.