


CHAPTER Facilities	CHAPTER 08	SECTION 002	SUBJECT 05
SECTION Transportation		DESCRIPTION Distracted Driving	
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APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input checked="" type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input checked="" type="checkbox"/> Volunteers			

POLICY:

The purpose of this policy is to set forth Lapeer County Community Mental Health expectations with respect to all employees or contract personnel who drive a vehicle while performing their duties and responsibilities on behalf of LCCMH. Employees are expected and required to be alert and attentive to their duties at all times, including periods of on-duty driving and equipment operation. This policy applies to staff use of both agency vehicles and private vehicles used in the course of, and within the scope of their employment. This policy is adopted in keeping with obligations under Federal and State health and safety laws to maintain a safe and healthful workplace, and to control potential risk to agency staff, passengers, and the general public.

STANDARDS:

Distractions can lead to driver inattention, which can result in increased reaction time, lane deviation, and impaired decision-making ability while driving. Careless, distracted individuals and people driving irresponsibly represent a hazard to everyone on the road. Distracted driving can be caused by many factors, including, but not limited to such activities as cell phone manipulation and use; eating or drinking; attention to a radio communication, pager, or mobile data devices; adjusting a radio / cassette / CD; attention to distractions outside of the vehicle, such as an accident, unusual event, or

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searching for an address; adjusting vehicle / climate controls; being startled by or attention to a moving object within the vehicle; conversations with passengers; or smoking. (Smoking is prohibited on agency property and in agency vehicles -- see separate policy.) Some distractions are controllable by the driver, while some are not. To the extent possible, employees are to limit the frequency and intensity of activities which can contribute to distracted driving. Failure to maintain control of one's vehicle while on duty may result in disciplinary action. Interpretation and administration of this policy shall be the responsibility of the Chief Executive Officer.

PROCEDURES:

Lapeer County Community Mental Health employs and contracts with many individuals who are required to operate a motor vehicle in the course of carrying out their job duties. All staff are expected to be attentive and exercise caution at all times while carrying out their daily duties and responsibilities, especially when operating a motor vehicle. Staff should not take notes or look up phone numbers while driving, but rather pull off the road when such activities are necessary.

One particular source of distraction is cell phone use. Lapeer County Community Mental Health recognizes the potential distractions which can arise when cell phones are in use while operating a moving vehicle. Staff should be familiar with state laws and local ordinances that may apply to cell phone use within a moving vehicle. Mobile phone use should be kept to a minimum and calls made or received should be brief. Whenever possible, calls should be handled when the vehicle is not in motion. Staff should avoid the use of cell phones in hazardous weather or traffic conditions.

Staff using mobile phone must not discuss confidential issues while others who do not have a "need to know" such information are in the vehicle. Staff are expected to exercise common phone courtesy at all times.

Every staff person is expected to exercise good judgment while driving a motor vehicle or other equipment, whether on the phone or not, or while distracting circumstances are present. The intent of the guidelines outlined in this policy is to help reduce potential liability, prevent possible injury, and perhaps save a life.

TC

This policy supersedes
#10/05029 dated 10/24/2005.
