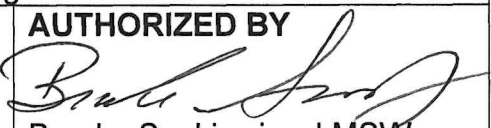


CHAPTER Facilities	CHAPTER 08	SECTION 002	SUBJECT 05
SECTION Transportation		DESCRIPTION Distracted Driving	
WRITTEN BY Michael K. Vizena, M.B.A. Executive Director	REVISED BY Jacklyn Shillinger, BA QI Coordinator & Lisa Ruddy, MPH, QI Supervisor	AUTHORIZED BY  Brooke Sankiewicz, LMSW, CADC, CEO	

APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input 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	<input type="checkbox"/> Persons Served		

POLICY:

Lapeer County Community Mental Health (LCCMH) staff are expected to be attentive and cautious when operating a motor vehicle for work purposes.

STANDARDS:

- A. Staff may be required to operate a motor vehicle while carrying out their job duties. Staff must exercise caution while driving and avoid distracted driving.
- B. Cell phone use while driving is prohibited, however, staff should always have a cell phone available for emergencies.
- C. Taking notes or looking up phone numbers while driving is prohibited and staff are expected to pull off the road when such activities are necessary.
- D. Smoking in any county vehicle is prohibited, see LCCMH Smoking Policy 08.003.45.

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PROCEDURES:

- A. All staff are required to take Health and Safety training annually. Staff who regularly transport persons served are required to take Transportation Techniques training upon hire.
- B. LCCMH Human Resources (HR) Department checks all staff driver's licenses and records through the Michigan Department of State E-Services subscription. See LCCMH Driver License and Driving Record Policy 08.002.20.
- C. Violating LCCMH's distracted driving policy may result in progressive discipline, including termination.

DEFINITIONS:

Distracted Driving: 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, cell phone use, eating or drinking, adjusting the radio, attention to distractions outside of the vehicle, such as an accident, unusual event, or 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.

REFERENCES:

Policy 08.003.45 Smoking Policy
 Policy 08.002.20 Driver License and Driving Record Policy

JS & LR

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