

**POLICY AND PROCEDURE**  
**UNION PUBLIC UTILITY DISTRICT**

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DATE APPROVED: 11/20/2024	MANUAL	POLICY NO. 4030
APPROVED BY: Board of Directors	POLICY TITLE <b>Distracted Driver</b>	Page 1-2

**PURPOSE OF POLICY**

It is the policy of Union Public Utility District to ensure the safety of all employees while operating vehicles in the performance of their duties. This policy addresses the dangers of distracted driving and sets forth guidelines to minimize risks and encourage safe driving behaviors.

**DEFINITION OF DISTRACTED DRIVING:**

Distracted driving is any activity that diverts attention from operating the vehicle. This includes, but is not limited to:

1. Visual Distractions – Looking away from the road (e.g., texting, reading, adjusting GPS).
2. Manual Distractions – Taking hands off the wheel (e.g., eating, reaching for objects).
3. Cognitive Distractions – Diverting mental focus from driving (e.g., phone calls, conversations unrelated to driving).

**PROHIBITED ACTIVITIES:**

- Use of Mobile Phones: Employees are prohibited from using mobile phones to text, talk, or engage in any activity while driving unless the vehicle is safely parked. Hands-free devices may be used for calls, but drivers are encouraged to minimize phone use while driving.
- In-Vehicle Distractions: Eating, reading, adjusting entertainment systems, or engaging in any activities that could divert attention from driving are prohibited while the vehicle is in motion.
- Personal Distractions: Conversations, personal activities, or any non-driving-related activities that impair focus on the road are prohibited.

**EXPECTATIONS FOR DRIVERS:**

- Employees must prioritize driving safely over any non-essential activities.
- If a driver needs to use their phone or perform any other distracting activity, they must pull over to a safe location before doing so.
- Employees are responsible for reporting any instances of distracted driving or unsafe behaviors observed in District vehicles.

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### **ENFORCEMENT AND CONSEQUENCES:**

- Violations of this policy may result in disciplinary action, which could include suspension, termination, or legal consequences if necessary.
- Employees who repeatedly violate this policy or engage in severe violations may face further review and corrective action.

### **EXCEPTIONS:**

- **Emergencies:** In emergency situations, employees may use a phone or engage in other necessary tasks, but only when it is safe to do so and will not endanger others.
- **Authorized Communication Devices:** Certain vehicles may be equipped with communication devices that are essential for work. In such cases, employees should use hands-free systems to avoid distractions while driving.

### **TRAINING AND AWARENESS:**

UPUD will provide ongoing training to employees about the risks of distracted driving and safe driving practices. Employees are expected to comply with this policy to ensure their safety and the safety of others.