

# Distracted Driving Policy

Polk County recognizes that distracted driving can impair safe driving and contribute to vehicle accidents. This policy applies to any employee operating County owned vehicles and/or equipment or while driving personal vehicles for business of the County. This policy is not intended to curtail the use of electronic devices installed in vehicles for use by employees to conduct County business when required.

## Policy

The safety and well being of our employees is of critical importance to the organization. Activities which would require drivers to take both hands off of the wheel at the same time or their mind entirely off driving responsibilities are prohibited. The following activities are considered distractions that are prohibited by a driver while equipment or a vehicle is in motion. This list is not intended to be all inclusive but to be used as guidelines as to what would be inappropriate.

- Texting or e-mailing with a cell phone or PDA or any other electronic device.
- Televisions, CD players or computers.
- Use of radio or stereo headphones
- Electronic games
- Any device in violation of any applicable local ordinance, state, or federal statute.
- Eating, putting on makeup, and/or reading.

Employees are expected to follow driving laws and safety rules and avoid confrontational or offensive behavior while driving. Employees required to drive as part of their job are required to report to their supervisor any restrictions placed on their driver's license, potential suspension or revocation, or any traffic violations for which the employee is cited while operating a Polk County vehicle or a personal vehicle being used for Polk County business. When Polk County receives an automatic traffic enforcement violation notice the notice will be forwarded to the department/office for which the vehicle is assigned and said department/office director/office holder, or their designee, will determine the employee that was operating the vehicle at the time of the violation. The department/office affected will notify the Human Resources Department and Risk Management of the employee's name, date and nature of the violation. Employees will be responsible for any fines levied for traffic violations either issued personally or incurred through an automatic traffic enforcement violation.

Any cell phone use, while driving, should be of limited time in nature. Extended cell phone conversation need to be held with the vehicle parked in a safe and legal parking area.

## Consequences for Violation of Policy

Any driver found to have violated this policy may be subject to discipline up to and including termination.

Contact: Human Resources  
515-286-3200

Effective: 01/01/2013

Modified: 09/17/2013