

NAME: Distracted Driving Policy

POLICY:

Great Plains College is committed to stopping distracted driving and believes that driving a motor vehicle requires the full attention of the driver. In order to increase employee safety and eliminate unnecessary risks behind the wheel, Great Plains College has implemented the following:

- Individuals conducting college business, including employees, students, contractors, and board members, may not hold, view or manipulate a hand-held cell phone or mobile device while driving a moving vehicle, except where allowed by law. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, reading or responding to emails, instant messages, tweets, text messages or adjusting a navigation system or GPS.
- The SGI rules state that hand-free use of cellphones while driving is allowed for experienced drivers including:
 - devices that clip to the visor
 - headsets, either wired or wireless
 - voice-activated devices
 - devices built into the vehicle, such as OnStar or those with Bluetooth technology
 - Bluetooth ear pieces
 - one-touch activation of a speakerphone feature on a cellphone placed within easy reach
 - making 9-1-1 calls on cellphones while driving for both new and experienced drivers
 - making a call on a cellphone when parked on the side of the road, for both new and experienced drivers

Note: Hands-free cell phone or mobile devices are prohibited for drivers in SGI's Graduated Driver Licensing Program; therefore, you must be a graduated, experienced driver to use the hands free options.

- This policy applies to all individuals conducting college business, including employees, students, contractors and board members, when **any** of the following five conditions apply:
 - Driving a company vehicle
 - Driving a personal vehicle on company business
 - Driving on company property
 - Using a cell phone supplied by the company.
 - Using a personal phone for company business
- Safety is a priority. When pulling over to use a device, individuals conducting college business are expected to consider their safety and the safety of those around them. Consider whether it is safe to stop and look for potential hazards. Stop only in an area that is safe and place the vehicle in "park" before commencing to use your device.
- Additionally, individuals conducting college business should consider:
 - Turning cell phones off or putting them on silent before starting the car.
 - Modifying voice mail greetings to indicate that you are unavailable to answer calls or return messages while driving.



PERSONNEL

It is not the intent of this policy to remove wireless communication devices from vehicles, as they are important safety tools. It is suggested that the driver keep their cellular phone with them so that contact may be made in case of an emergency.

When distractions break a driver's concentration, the risk of serious or even fatal collision increases dramatically. Drivers should also be aware that there are other distractions such as fatigue, eating and drinking, talking to passengers, grooming, reading, watching a video, adjusting a radio or CD, smoking and travelling with pets that can affect your ability to control your vehicle. These are also offences that can have serious repercussions including risk of serious injury, death and fines.

Violation of this policy may result in disciplinary action being taken.