



Distracted Driving Policy

In order to increase public and Staff/Volunteer safety, it is essential to eliminate unnecessary risks behind the wheel, and therefore, Henrico CASA has enacted this Distracted Driving Prevention Policy.

Responsibilities

It is the responsibility of each Staff/Volunteer of Henrico CASA to be familiar with and adhere to the established policies and state and local laws of Virginia that deal with computers, telephones, cellular devices, and other wireless/voice data devices or inattention while driving, including this policy on Prevention of Distracted Driving.

Procedures

Employees are encouraged not to use cell phones while operating a vehicle – whether the vehicle is in motion or stopped at a traffic light. This includes: answering or making phone calls; engaging in phone conversations; scrolling or browsing the internet, social media, or any applications; reading or responding to emails, instant messages, tweets, social media posts, and text messages; and applies both to use for personal matters and Henrico CASA business. If employees need to use their phones, they must pull over safely to the side of the road or another safe location.

Unless otherwise noted and/or exceptions are permitted by policy, the following procedures and requirements shall apply to both personally owned and agency-issued cellular telephones, and wireless voice/data communication devices utilized during vehicle operation.

- **How Devices May Be Utilized.** Members/employees may carry a cellular telephone or other wireless voice/data communications device purchased at their expense or issued by the organization.
- **Hand-Free Only.** The vehicular use of a cellular telephone or other wireless voice/data communication devices is permitted only when the device is used with available hands-free listening technology such as a Bluetooth earpiece, a wired ear bud, or temporary vehicle-mounted hands-free technology. If available, utilization of the device's speakerphone capability is acceptable in meeting the intent of this section.
- **Manual Dialing/Use Is Prohibited.** It is against this policy and prohibited to manually dial calls while a vehicle is in motion. To place an outgoing call, members/employees shall pull their vehicle off the road and stop in a safe location or use voice speed-dialing features to avoid driver distraction.

- **Text messaging/Texting prohibited.** It is against this policy and prohibited to use wireless voice/data communication devices, either issued by Henrico CASA or personally owned, for text messaging (i.e., sending or reading text messages or emails or other manual operation defined by this policy as text messaging/texting) while operating any vehicle (i.e., personally owned, rented, or loaned) while the Staff/Volunteer is on duty or is conducting official business of Henrico CASA.

Failure to comply with this policy may result in disciplinary action, including possible termination.

I acknowledge that I have received a written copy of the Distracted Driving Prevention Policy, that I fully understand the terms of this policy, that I agree to abide by these terms, and that I am willing to accept the consequences of failing to follow the policy.

Staff/Volunteer Signature

Date

Staff/Volunteer Name (printed)

Date