

CITY OF REDDING
Personnel Policies and Procedures Manual

Section: Safety

Subject: Use of Two-Way Communication Devices and Electronic Communication & Computer Devices (Mobile Office Technology) while Operating Vehicles or Equipment.

Personnel Director: *Randa Johnson* **Date:** 11/20/06
City Manager : *Kurt Stum* **Date:** 11/16/06
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The City of Redding is committed to provide a safe and healthful work environment for our employees. The use of cell phones, radios, pagers, mobile computers, PDA's (Blackberry's), also referred to as Mobile Office Technology or Two-way Communication devices, have become important tools in improving our communication abilities as well as our ability to work more efficiently. For this reason, it is necessary that this policy be developed to provide safety guidelines and procedures on the use of such devices while conducting City business and operating vehicles/equipment. It is imperative that employees use these devices safely and not put their life or the life of others at risk in order to use them.

Public Safety Officers who utilize these communication devices shall take extra care while operating vehicles/equipment. Non-Public Safety personnel may use City authorized hand held cell phones while operating vehicles/equipment only if a headset, speakerphone, ear bud, or some other technology is used that frees both hands while talking. Drivers involved in emergency situations are exempt from this requirement.

All personnel may continue to use two-way radios while operating vehicles/equipment as long as care is taken to safely operate vehicles/equipment and all laws are adhered to.

Text messaging is prohibited at all times when operating vehicles/equipment.

To avoid inattention and distraction while driving, employees should allow phone calls to be forwarded to an answering device or service until the vehicle/equipment is safely out of traffic and in a parked position. Messages can then be retrieved and responded to accordingly. As an alternative, the employee may make arrangements to have calls forwarded to another individual for a response.

Drivers are to inform passengers if their use of these devices is distracting their attention from the road. Employees should request that the passenger not use them until such time as the vehicle/equipment is parked in a safe location, if necessary.

THE SAFE OPERATION OF VEHICLES/EQUIPMENT SHALL TAKE PRECEDENT OVER THE USAGE OF THESE COMMUNICATION DEVICES.

All employees are expected to obey safety rules, follow established safe work practices, exercise caution in all work activities, and immediately report any unsafe conditions to a supervisor or the Risk Manager. Employees are expected to obey all local, state and federal traffic laws when operating vehicles/equipment and conducting City business.

Supervisors are expected to ensure that all safety policies, rules and procedures are communicated to employees and that employees are trained, on a regular basis, to safely use such communication devices while operating vehicles/equipment and conducting City business. Supervisors are expected to ensure that employees comply with established safety rules/procedures and to take appropriate corrective action whenever necessary.