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Definitions

“Display screen” includes a television, computer, portable DVD player and other device on which an electronically created picture or image is formed that is visible to the driver

“Drive” means operating a vehicle on a public road; “driving” has similar meaning

“Hand-held device” means a device that is capable of receiving or transmitting wireless telephone communications, electronic data, mail or text messages (e.g. cell phone, smartphone) and; an entertainment device that is unrelated to the safe operation of the vehicle (e.g. portable gaming console)


“Inattentive blindness” means a defect of concentration. An object is “seen” by the retina, but not “detected” by the brain

“Mobile data terminal” means a computerized device that is used extensively to communicate with a dispatcher or control centre

“Portable radio” means a voice communication device with a hand-held unit that is *both receiver and microphone* that is operated by a push-to-talk function on a set frequency that does not allow incoming and outgoing transmissions at the same time (e.g. “walkie-talkie”, “mike phone”) and includes a hand microphone

“Sensory inputs” include:

- *External*
 - visual (scenery, other vehicles, pedestrians, animals, signs/signals)
 - auditory (CD player, radio, conversations, horns, sirens)
- *Internal*
 - personal problems, anxieties, anger, worries
 - day-dreaming
 - fatigue/drowsiness

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“Two-way radio” means a voice communication device that consists of *a main receiver unit and a separate hand-held microphone* that is operated by a push-to-talk function on a set frequency that does not allow incoming and outgoing transmissions at the same time

“Vehicle” includes a Town vehicle and a vehicle being used for Town purposes

Purpose and Scope

- Define “distracted driving”
- Describe types of distractions
- Provide procedures for avoiding distracted driving

General


Distracted driving occurs when the number of sensory inputs exceeds a person’s ability to mentally process them all. As a result, the person’s attention and focus is diverted away from the primary task of driving. Inattention blindness can be an outcome.

Common driver distractions include:

- | | |
|--|--|
| • Adjusting car audio system or vehicle controls | • Reading a map or other document |
| • Using a two-way radio | • Reaching for an item |
| • Using personal electronics (laptop, handhelds, portable DVD) | • Personal grooming |
| • Using a route navigation system | • Writing/taking notes |
| • Using a hand-held device | • Looking for a street address |
| | • Drinking and eating |
| | • External and internal sensory inputs |

Distracted driving can result in:

- property damage
- injuries and fatalities
- charges and fines

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A Town employee may be personally liable for any charge, fine and/or damage resulting from the employee's failure to adhere to the applicable legislation and this Operational Guideline.

Safety requires a personal commitment from every employee to limit distractions while driving. To ensure the safe use of a communication device in a vehicle, the following procedures apply.


Procedures

General

1. Communications are kept as brief as possible.
2. Communication equipment is properly set-up, connected and secured before starting to drive.
3. No employee will drive while holding, checking or using a hand-held device or portable radio or two-way radio, except as described in this procedure.
4. No employee shall drive a vehicle equipped with or carrying a device with a display screen, except as described in this procedure.

Permitted Uses

1. An employee may use a hand-held device while driving to contact 9-1-1.
2. An employee may use a hand-held device or portable radio or two-way radio in hands-free mode while driving, meaning:
 - the driver can engage hands-free operation by pressing a single button on the main device or a peripheral (e.g. handset or earpiece) that can be seen by the driver at a quick glance and/or is easily reached without adjusting position, and
 - dialing is voice-activated, and
 - the equipment is secured while the vehicle is moving
3. An employee may use a hand-held device that is not hands-free in a vehicle if:
 - the employee is not driving, or
 - the vehicle is safely and lawfully parked off the traveled portion of the road with hazard lights on, and

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- the vehicle is not in motion, and
 - the vehicle is not impeding traffic
4. Fire Department personnel and any municipal law enforcement officer may drive a vehicle:
 - while holding or using a hand-held device, and
 - with a computer display, and
 - while using a two-way radio
 while performing their duties
 5. A road and water/wastewater employee may drive a vehicle with a mobile data terminal display screen while performing their duties.

Exceptions

1. A mechanic and automobile technician may test drive a vehicle with a display screen provided the device displays diagnostic information about the vehicle.
2. An employee may drive a vehicle equipped with or carrying a device with a display screen, provided:
 - the device displays information on the conditions, use and immediate environment of the vehicle or vehicle systems or information on the road or weather conditions, or
 - the device has no function other than to provide global position for navigation or to track vehicle location, or
 - the device has no function other than collision avoidance, or
 - a lawful exception applies, and
 - the device is securely mounted to the vehicle
3. Until January 1, 2013, a road and water/wastewater employee may drive a vehicle while using a two-way radio while performing their duties.

Other considerations

- Check your route before leaving
- Complete personal grooming before leaving
- Be familiar with the vehicle equipment, gauges and controls before leaving
- Eliminate or minimize distractions before putting vehicle in drive
- Avoid common distractions while driving by safely pulling over to eliminate or reduce the distraction

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- Drive defensively
- See Operational Guideline G106 – Vehicle Operation

Evaluation

The Corporation’s Health reviews and updates the policies & procedures, annually in consultation with the JHSC.

Acknowledge Success/Make Improvements

Employment Services and/or the JHSC may make recommendations regarding the provision and maintenance of a corporate health and safety policy. Improvements are incorporated as part of the annual review. Successes are acknowledged at the annual Safety and Attendance Banquet.

This Standard takes effect immediately and remains in effect until replaced by a new Standard of superseded by legislation/regulation.

Original Signed

Original Signed

Chief Administrative Officer

Worker Co-Chair, JHSC

Reviewed (Date):	By (Name and Initial):

**This document can be made available in an accessible format upon request.*