	<b>POLICY &amp; PROCEDURE</b>			Number	012-002
				Page 1 of 5	
	Title	Distracted Driving			
	Section	Vehicles			
	Effective Date	January 1, 1990	Revision Date	January 1, 2023	
Approved by	Chief Administrative Officer				

## 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

	<b>POLICY &amp; PROCEDURE</b>			Number	012-002
				Page 2 of 5	
	Title	Distracted Driving			
	Section	Vehicles			
	Effective Date	January 1, 1990	Revision Date	January 1, 2023	
Approved by	Chief Administrative Officer				

“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

	<b>POLICY &amp; PROCEDURE</b>			Number	012-002
				Page 3 of 5	
	Title	Distracted Driving			
	Section	Vehicles			
	Effective Date	January 1, 1990	Revision Date	January 1, 2023	
Approved by	Chief Administrative Officer				

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

	<b>POLICY &amp; PROCEDURE</b>			Number	012-002	
	Page 4 of 5					
	Title	Distracted Driving				
	Section	Vehicles				
	Effective Date	January 1, 1990	Revision Date	January 1, 2023		
Approved by	Chief Administrative Officer					


- 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

	<b>POLICY &amp; PROCEDURE</b>			Number	012-002	
	Page 5 of 5					
	Title	Distracted Driving				
	Section	Vehicles				
	Effective Date	January 1, 1990	Revision Date	January 1, 2023		
Approved by	Chief Administrative Officer					

- 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.*