



MANAGER'S OFFICE
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MEMORANDUM

To: All Town Employees
From: Roger L. Stancil, Town Manager
Date: November 8, 2010
Subject: Policy Guidance: Distracted Driving

By issuing this policy guidance, I expect all department heads to revise departmental policies by January 1, 2011 to consider the behaviors listed below in bold print and underlined as safety violations. I also expect department heads will take action to communicate this change with all members of their departments and train as appropriate in the policy.

- **Eating, reading, texting, smoking or other activities that distract attention and hands from driving while operating a Town vehicle will be considered a violation of the Town's safety policy.**
- **Talking on a cell phone while driving a Town vehicle, even with a hands free device, will also be considered a safety violation and is prohibited unless there is a direct and immediate business need to do so or necessary for emergency communications.**

Our highest priorities are the safety of our employees and those who reside in and visit our Town, consistent with our values of Respect, Professionalism, and Teamwork. Clearly stated values require clearly stated expectations of behavior, the reasoning behind these expectations and the consequences for failure to meet those expectations. This memorandum is a statement of expectations of how we will handle distracted driving by Town employees driving Town vehicles.

The roads are full of distracted drivers. Their behavior is the same and as dangerous as drunk drivers. It takes all of our attention to avoid their unsafe movements. If a safe environment for our employees and the public is truly our highest priority, safe driving is a key component of achieving that priority.

Driving safely requires focused attention. Maintaining focus requires that we minimize distractions while driving. Texting while driving is illegal. Other activities, such as eating, reading, and smoking that distract you from driving can be the basis for a citation following an accident and for determining that the accident was preventable. You are expected to pull over if you find you need to do these things.

Many of you are required to use a cell phone or radio to accomplish Town business. You are encouraged to pull over to the side of the road to make any call.

Employees, whether on a standard land line or stationary cell phone, are also encouraged to check with any caller you determine may be talking to you on a cell phone while driving. If they are, you should encourage them to call you later when they are not driving or offer to return the call when neither of you are required to talk and drive at the same time.