

COMMUNICATION / ELECTRONIC DEVICE USE

A goal of Washoe County is to prevent incidents that could result in personal injury or property damage. This is a supporting document to the Driver Policy.

Any activity that causes a person to lose focus on the task of driving vehicles, or operating equipment, is considered a distraction. Distractions must be controlled while employees are driving any class of vehicles or equipment on or off roadways. The term "equipment" for purposes of this document will refer to equipment being driven or directly operated by employees, which will include, but not be limited to, forklifts, backhoes, tractors, loaders, cranes, lift trucks, lawnmowers, etc.

Although it is legal in Nevada to use a hands-free communication device while driving, the Washoe County Driver Policy prohibits the use of communication and electronic devices while driving. The directive is to make or take calls and manipulate controls of electronic devices when the vehicle is stopped and out of a lane of traffic. Communication devices include cell phones, two way radios, satellite radios, etc. Other electronic devices that may lead to distraction include, but are not limited to, radio/CD players, iPods, MP3, GPS units, laptop or other computers, etc.

Some job positions or tasks require the use of communication or electronic devices while driving in order to complete County objectives. Examples would be Sheriff's Office and Animal Services personnel who are responding on official business. Universal exceptions may be made by departments for those situations.

Department Heads may make exceptions to allow their employees to use communication or electronic devices while driving vehicles or operating equipment under certain circumstances. Those circumstances are to be documented on the attached form. Use of communication or electronic devices while driving or operating equipment will not be allowed unless specifically documented by the department.

Any exceptions given by departments will NOT include texting while driving, which is against Nevada law and strictly prohibited at all times and under all circumstances.

Department management is responsible for determining when exceptions may be made to allow for communication or other electronic devices to be used when driving or operating equipment, completion of the Communication / Electronic Device Use Form, training for their employees, and monitoring and enforcing the Driver Policy and Communication / Electronic Device Use form for their department.

Employees are responsible for reading and acknowledging receipt of the Drivers Policy and the Communication / Electronic Device Use form and complying with the directions of the County and their department.

COMMUNICATION / ELECTRONIC DEVICE USE FORM

WASHOE COUNTY _____ DEPARTMENT

The above department has determined that the following situations may require employees to use communication and/or other electronic devices while driving or operating motorized equipment. Unless specifically annotated on this form, and properly signed and dated by the Department Head (or designee), use of communication or other electronic devices while driving or operating motorized equipment is prohibited.

1. Cell phones / satellite phones may be used in the following circumstances:

NOTE:

Calls are limited to those requiring an immediate decision or attention in response to County business only. Duration of calls are to be kept to a minimum. Personal calls do not fall under this exception and are not allowed while driving or operating equipment. A hands free device shall be used whenever possible.

2. Communication radios may be used in the following circumstances:

NOTE:

Washoe County's two way radio system is recommended for communication of work related issues. They should not be used in heavy traffic conditions, while navigating intersections, or in school zones. Stop the vehicle out of the path of traffic whenever possible.

3. Other electronic devices may be used in the following circumstances:

Radio / CD players / iPod / MP3: _____

GPS: _____

Laptop or other computers: _____

Other: _____

NOTE:

Devices placed in or around an ear that are not assigned for the job task can disrupt the ability to hear sounds such as siren, horns, backup alarms, etc. and are considered a safety concern and prohibited.

FORM COMPLETED BY (Print Name): _____

POSITION: _____

DATE: _____

SIGNATURE: _____

I HEREBY ACKNOWLEDGE THAT I HAVE READ, RECEIVED TRAINING, AND UNDERSTAND THE DRIVERS POLICY AND THE COMMUNICATION /ELECTRONIC DEVICE USE DIRECTIVE OF THE WASHOE COUNTY _____ DEPARTMENT. I HAVE BEEN GIVEN OPPORTUNITY TO ASK QUESTIONS ABOUT THESE DOCUMENTS AND MY EXPECTED RESPONSIBILITIES AND UNDERSTAND THAT IT IS MY RESPONSIBILITY TO FOLLOW THE REQUIREMENTS OF THESE DOCUMENTS.

Employee Name _____
(PRINT)

Signature _____ Date: _____

Supervisor or Trainer _____
(PRINT)

Signature _____ Date: _____