



City of Norwich Distracted Driving Policy

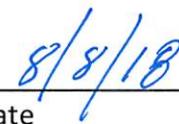
In order to increase employee safety and eliminate unnecessary risks behind the wheel, The City of Norwich has updated our Distracted Driving Policy, effective 8/1/2018. We are committed to ending the epidemic of distracted driving, and have created the following rules, which apply to any employee operating a city vehicle or using a city-issued cell phone or any other hand held electronic device while operating a personal or city vehicle:

- City employees may not use a hand-held cell phone or any other electronic device while operating a city vehicle, or any other moving machinery, – whether in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, and text messages as well GPS navigations.
- If city employees need to use their phones or any other electronic device, they must pull over safely to the side of the road or another safe location.
- Only approved method of cell phone usage is the use of a blue tooth or hands-free device, however, no dialing while driving.
- Additionally, city employees are required to:
 - Turn cell phones off or put them on silent or vibrate before starting their car or any other company vehicle.
 - Consider modifying voice mail greetings to indicate that you are unavailable to answer calls or return messages while driving.
 - Inform clients, associates and business partners of this policy as an explanation of why calls may not be returned immediately.

Any employee found to be in violation of this policy shall be subject to appropriate disciplinary action, including warnings, reprimand, suspension or discharge.



City Manager



Date