



Policy Title: Distracted Driver Policy

Policy Number: 3900-01

Effective Date: December 13, 2011

Policy

The Village of Mannville will comply with all Federal and Provincial mandated regulations and legislation, and will ensure that all of our employees have been made aware of their obligations under the law. This policy is designed to outline the legal obligation of The Village of Mannville to ensure the health and safety of all employees under their direction, in accordance with Traffic Safety Act – (Distracted Driving) Amendment Act.

Purpose

The Distracted Driving Policy shall apply to The Village of Mannville, its employees, management team and any individual(s) conducting business on behalf of the Village without exception.

1.0 DEFINITIONS

- 1.1 **Cellular Telephones, Electronic Devices, Two Way Radio etc.** are defined as a communication device that is capable of receiving or transmitting telephone communication, electronic data, electronic mail or text messages, or radio messages.
- 1.2 **GPS** is an acronym used for a Global Positioning System navigation device.
- 1.3 **Hands-free Mode** is defined as a function on a cellular telephone or radio communication device that is enabled (a) in a voice activated manner or (b) in a manner that requires only one touch.
- 1.4 **One-Touch** is defined as pressing only one button one time on a cellular telephone or radio communication device or a device attached to same.

2.0 GUIDELINES

- 2.1 Under the Alberta Traffic Safety Act, Subsection (1), no individual shall drive or operate a vehicle on a highway, while at the same time:
 - a. Holding, viewing or manipulating a cellular telephone, radio communication device or other communication device that is capable of receiving or transmitting telephone communication, electronic data, electronic mail or text messages, or
 - b. Holding, viewing or manipulating a hand-held electronic device or a wireless electronic device (s. 115.1 (1) (a) (b).

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- c. An individual may drive or operate a vehicle on a highway while using a cellular telephone or radio communication device in hands-free mode (s. 115.1 (2)).

2.2 Subsection 115.1 (1) (a) does not apply to:

- a. An individual driving or operating an escort, pilot or trail vehicle who is required by regulation under the Traffic Safety Act to maintain 2-way radio communication, or the use of a cellular telephone or other communication device by that individual for those purposes when 2-way radio communication is not functional or is unavailable (s. 115.1 (3)(a)).
- b. The use of a 2-way radio communication device, only for the purpose of maintaining communication with the individual's employer, by an individual driving or operating a vehicle who is required by the individual's employer to maintain 2-way radio communication while the individual is acting within the scope of the individual's employment, or the use of a cellular telephone or other communication device by that individual for the purpose when 2-way radio communication is not functional or is unavailable (s. 115.1 (3)(b)).
- c. The use of a 2-way radio communication device, only for the purpose of participating in a search, rescue, or emergency management situation, by an individual driving or operating a vehicle, or the use of a cellular telephone or other communication device by that individual for the purpose when 2-way radio communication is not functional or is unavailable (s.115.1 (3) (c)).
- d. The use of a cellular telephone or other communication device, only for the purpose of contacting an emergency response unit, by an individual driving or operating a vehicle (s. 115.1 (3) (d)).
- e. Subsection (1) does not apply to an individual driving or operating an emergency vehicle while the individual is acting within the scope of the individual's employment (s. 115.1 (4)).
- f. Subsection (1) does not apply in respect of a vehicle that is not on a highway or is parked in a manner specified in a regulation under the Traffic Safety Act (s. 115.1 (5) (a) (b)).

2.3 **Display Screen Visible to Driver Prohibited**

- a. No individual shall drive or operate a vehicle on a highway if the display screen of a television, computer or other device in the vehicle is activated and is visible to the individual (s. 115.2 (1)).

2.4 Subsection 115.2 (1) does not apply in respect of the display screen of:

- a. A GPS device while it is being used to obtain navigation information in accordance with subsection 115.3;
- b. A cellular telephone or radio communication device being used in hands-free mode;
- c. A logistical transportation tracking system device that is used to track vehicle location, driver status or the delivery of packages or other goods for commercial purposes;

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- d. A dispatch system used for the transportation of passengers;
- e. A collision avoidance system device while it is being used to provide collision avoidance information;
- f. An instrument, gauge, device or system that is used to provide information to the individual regarding the status of various systems or the location of a vehicle (s. 115.2 (2) (a) (b) (c) (d) (e) (f));
- g. An individual driving or operating an emergency vehicle while the individual is acting within the scope of the individual's employment (s. 115.2 (3)).

2.5 Global Positioning System

No individual shall use a global positioning system navigation device for navigation purposes while driving or operating a vehicle on a highway (s. 115.3 (1)). An individual may use a global positioning system navigation device while driving or operating a vehicle on a highway if the system:

- a. Is programmed before the individual begins to drive or operate a vehicle, or
- b. Is used in a voice-activated manner (s. 115.3 (2) (a) (b)).

If a global positioning system navigation device is portable, an individual may use the system while driving or operating a vehicle on a highway if, in addition to the requirements of subsection 115.3 (2), the system:

- a. Is not held in the individual's hand, and
- b. Is securely affixed to the vehicle in a manner that does not interfere with the safe operation of the vehicle (s. 115.3 (3) (a) (b)).

3.0 Responsibilities:

- 3.1 The CAO and Department Managers are responsible for ensuring awareness and compliance with this policy.

4.0 Procedures:

- 4.1 No individual shall drive or operate a vehicle on a highway while engaged in an activity that distracts the individual from the operation of the vehicle, including but not limited to:
 - a. Reading or viewing printed material located within the vehicle other than an instrument, gauge, device or system referred to in section 115.2 (2) (f));
 - b. Writing, printing or sketching;
 - c. Engaging in personal grooming or hygiene;
 - d. Any other activity that may be prescribed in the regulations (s. 115.4 (1) (a) (b) (c) (d)).

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- 4.2 Subsection 115.4 (1) does not apply in respect of a vehicle that is not on a highway or is parked in a manner specified in a regulation made under the Traffic Safety Act (s. 115.4 (2) (a) (b)).
- 4.3 Any Village of Mannville Employee should report directly to his/her supervisor if any of the above guidelines are not met, posing a hazard to the person driving and the Village.
- 4.4 Subsection 115.0 is attached and forms part of this policy should a need for any further clarification be required.

5.0 End of Procedure

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ACKNOWLEDGEMENT:

I, _____, acknowledge that I have read and understand the Distracted Driving Policy of The Village of Mannville. Further, I agree to adhere to this Policy and will ensure that employees working under my direction adhere to these guiding principles. I understand that if I violate the rules/procedures outlined in this Policy, I may face corrective action, up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____

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