



## **ADMINISTRATION POLICY:**

### **Distracted Driving**

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<b>Policy number:</b>	<b>GN-007 (B)</b>
<b>ALT report:</b>	<b>ALT2011-056</b>
<b>Approved by:</b>	<b>Administrative Leadership Team (ALT)</b>
<b>Effective date:</b>	<b>2011 / 09 / 20</b>
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<b>Department/BU:</b>	<b>Corporate Services / Fleet Services</b>

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#### **BACKGROUND**

The Corporation of The City of Calgary (“The City”) is committed to traffic safety and the safety of City employees. The City sees a need to prohibit driver distractions while driving vehicles or operating powered mobile equipment. The policy describes the permitted use of two-way radio communication devices for operational purposes.

#### **PURPOSE**

The purpose of this Administration policy is to prohibit driver distractions while driving vehicles or operating powered mobile equipment owned, rented or leased by The City.

#### **DEFINITIONS**

1. Emergency – as defined under the Municipal Government Act section 541(a):  
A situation in which there is imminent danger to public safety or serious harm to property. (New Regulation – 2009)
2. Emergency Response Unit – as defined under the Alberta Traffic Safety Act Chapter T-6 RSA 2000 and Vehicle Equipment Regulation AR 112/2009.

## **POLICY**

### **1.0. Scope/Exceptions**

#### **1.1. Scope**

This Administration policy applies to all City of Calgary business units and employees.

#### **1.2. Exceptions**

This policy does not apply to the following:

- a) An individual driving or operating an emergency vehicle while the individual is acting within the scope of the individual's employment.
- b) Calgary Fire Department as per Bylaw 37M84 – The Fire Chief shall establish rules, regulations, policies and committees necessary for the proper organization and administration of the Fire Department, including use, care and protection of Fire Department property.
- c) The vehicle assigned to the Mayor.

### **2.0. Consequences of Non-Compliance**

- 2.1. Failure to adhere to this policy may result in disciplinary action up to, and including, dismissal, as per the Labour Relations Policy (Administration Policy HR-LR-002).

### **3.0. General Policy Statements**

- 3.1. A driver must not hold, view or manipulate an electronic communication device that can send or receive phone calls, electronic data, electronic mail or text messages including but not limited to, hand held cell phones, hands free cell phones or personal digital assistant.
- 3.2. A driver must not hold, view or manipulate a hand held electronic device or wireless electronic device.
- 3.3. A driver must not hold, view or manipulate a portable audio player including but not limited to, mp3 and other music/audio players.
- 3.4. A driver must not hold, view or manipulate a GPS Navigation system.
- 3.5. A driver must not permit a video display screen to be activated and visible to the driver unless it is a collision avoidance system while it is being used to provide collision avoidance information.

- 3.6. A driver must not hold, view or manipulate a logistical transportation tracking system and dispatch system.
- 3.7. A driver must not engage in an activity that distracts the individual from the operation of the vehicle including but not limited to, reading or viewing printed material located within the vehicle, writing, printing, sketching, personal grooming or hygiene or any other activity that distracts the driver.

**4.0. Permitted Use Of Two Way Communication While Driving**

The following examples are permitted use of two-way radio communication devices for operational requirements only and utmost safety must be exercised when driving a vehicle or operating powered mobile equipment for;

- 4.1. A driver operating an escort, pilot or trail vehicle;
- 4.2. A driver only for the purpose of maintaining communication with the individual’s employer to maintain two way radio communication while the individual is acting within the scope of the individual’s employment; and
- 4.3. A driver for the purpose of participating in a search, rescue or emergency management situation.

**SUPPORTING REFERENCES AND RESOURCES**

Please note that some of the items listed below may not be publicly available.

**References to related corporate-wide procedures, forms and resources**

- Fleet Operator’s Handbook (available in the Procedures Library of the [Fleet Services intranet site](#))

**References to related [Council policies](#), bylaws and [administration policies](#)**

- Labour Relations Policy (Administration Policy HR-LR-002)
- Occupational Health and Safety Policy (Administration Policy HS-ESM-001)

**Other references and resources**

- [Municipal Government Act](#) (MGA)

**REVISION HISTORY**

Review Date	Description
2011 09 20	New Policy