



USE OF ELECTRONIC DEVICES WHILE DRIVING AND OPERATING ITD VEHICLES AND EQUIPMENT

Purpose

The Idaho Transportation Department (ITD) leadership is committed to the safety and security of all employees. A key element of this is to provide guidance for eliminating or reducing distractions while operating ITD-owned vehicles and equipment. This policy establishes guidelines for the use of cellular phones, two-way radios, cameras, Bluetooth-connected or wired music players, as well as GPS-mapping and guidance systems while driving ITD vehicles or operating ITD-owned or leased equipment. Examples include, but are not limited to, automobiles, SUVs, pickups, trucks, snow plows, cranes, boom trucks, bucket trucks, backhoes, excavators, loaders, motor graders, rollers, tractors of any kind.

Legal Authority

- Idaho Code 40-314(2) - The Idaho Transportation Board has authority over all employment matters.
- Idaho Code 40-314(3) - The Idaho Transportation Board exercises the powers and duties necessary to carry out the provisions of title 40.
- Idaho Code 40-505 - The Director of the Idaho Transportation Department is the administrative officer of the Idaho Transportation Board and has authority to control, supervise and direct employees, subject to the Board's oversight.

Applicability

This policy applies to all ITD employees and non-ITD personnel while driving ITD vehicles or operating off-road/heavy equipment. This policy does not apply to passengers in ITD vehicles.

Responsibility

Employees who are charged with traffic violations or other criminal offenses resulting from the use of a mobile device while driving will be solely responsible for all liabilities that result from such actions.

Headphones

Wired or wireless earbuds, earphones or Bluetooth headsets are prohibited. Two way radio communication headphones with boom microphones, required for ITD specific tasks, are permitted.

Cell Phone Use for Voice Communication

In an effort to model safe driving practices, all personnel are prohibited from using cell phones or other “smart” or mobile devices for voice or video communication while operating ground vehicles or a piece of off-road motorized equipment. Voice or video communication may be performed by operators only if the vehicle is parked out of the roadway with the vehicle transmission in park or neutral with the brake set, or equipment implements grounded with the engine at idle for heavy equipment.

Texting in ITD Vehicles and Equipment

Reading, writing, reviewing, sending, or manual preparation and transmission of written communications via handheld-wireless devices is prohibited while operating any ITD vehicle or equipment. This includes voice-to-text and any other hands-free form of text communication. Operators may text in ITD vehicles only if the vehicle is parked out of the roadway with the vehicle transmission in park or neutral and the brake set, or equipment implements grounded with the engine at idle for heavy equipment.

Two-way Radios

ITD personnel are permitted to use two-way radio systems for short, focused, burst communication. Transmissions should be limited to official ITD business.

Cameras

Cameras, including cell phone, still or video cameras, may be used while operating ITD vehicles and equipment under the following conditions: the cameras must be fixed in place with a permanent or temporary mount. The camera must be aimed, turned on and readied for use while the vehicle is parked out of the roadway with the vehicle transmission in park or neutral with the brake set. Cameras must be able to be activated using a single button to begin and single button to end filming. Any review of the images captured must be conducted once the vehicle is parked out of the roadway with the vehicle transmission in park or neutral with the brake set.

Music Players

Music players (i.e. MP3, MP4, iPads, iPods, tablet or cell phone) may be used while operating ITD vehicles and equipment under the following conditions: the system must be connected, programmed, manipulated or synced only when the vehicle is parked out of the roadway with the vehicle transmission in park or neutral with the brake set, or equipment implements grounded with the engine at idle for heavy equipment.

Navigation Systems

Built-in vehicle-mounted navigation systems or stand-alone navigation systems may be utilized in the hands-free mode while driving ITD automobiles, SUVs and pickups only. Stand-alone navigation systems, including cell phone and tablet applications may be utilized only in the hands-free, turn-by-turn voice mode. All navigation systems must be initiated, programmed or recalibrated only if parked out of the roadway with the vehicle transmission in park or neutral with the brake set.



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