



A G E N D A

Idaho Transportation Board Policies Subcommittee Remote Meeting

April 2, 2025

Idaho Chinden Campus
11331 Chinden Blvd., Building 8
Canyon Creek Conference Room, 1st Floor
Boise, Idaho

Call in: 1-208-473-7075
Access code: 206 330 844#

	<u>Page</u>	<u>Time*</u>
<u>Action Items</u>		
1. Call Meeting to Order – Chairman Gary Osborn		3:00
• Approval of February 25, 2025 meeting minutes	2	
2. Administrative Policy 5558 Use of Electronic Devices While Driving and Operating ITD Vehicles and Equipment Employee Safety & Risk Manager Randy Danner	4	3:05
3. Adjourn (estimated time)		3:20

*All listed times are local and are estimates only. The Chairman reserves the right to move agenda items and adjust the scheduled time accordingly. The meeting is open to the public, except for an executive session, if held.

Idaho Transportation Board Subcommittee on Policies
February 25, 2025, Chinden Campus

Idaho Transportation Board Subcommittee on Policies held a remote meeting on February 25, 2025. Subcommittee members in attendance were District 2 Member Gary Osborn (Chairman), District 3 Member Julie DeLorenzo, District 5 Member John Bulger, and Business Executive to the Board Lorraine Dennis.

Key principals staff members present were advisor Deputy Attorney General (DAG) Tiffany Hales, Chief External Affairs Officer Mollie McCarty, Chief Deputy Dan McElhinney, Chief Engineer Dave Kuisti, and Freight Program Manager Caleb Forrey. Sr. Public Information Officer Megan Jahns participated remotely. LHTAC Administrator Laila Kral also attended remotely.

Chairman Osborn called the meeting to order at 9:00 AM. Member Bulger joined after the minutes were approved.

Minutes. Member DeLorenzo made a motion to approve the minutes of November 13, 2024. Chairman Osborn seconded the motion and it passed.

Administrative Policy 5534 Identification of ITD Property and Publications. Sr. PIO Jahns stated the proposed changes reflect an effort to incorporate references to the Office of Communication's (OOC) Brand Guide. The guide details how staff should use ITD's brand and when engaging with consultants, how they publish materials on ITD's behalf. Some proposed changes include removing information regarding property because it is more appropriately included in other source materials and revising language to coordinate with the OOC prior to developing sub-brands.

Member DeLorenzo made a motion, seconded by Member Bulger, to concur with staff's recommendations and refer it to the full Transportation Board for approval.

Admin. Policy 5057 Release of Department Information to the Media. Sr. PIO Jahns reviewed the proposed policy changes. Because the OOC is more involved with the news media, the policy was revised directing staff to contact OOC at the initial point of contact by the media as opposed to being notified after the fact. The policy outlines the process and offers media training for staff.

In response to Member DeLorenzo's question regarding the distribution of published news releases if the Executive Leadership Team includes the Board, Sr. PIO Jahns stated it does not specifically include the Board.

CEAO McCarty stated ITD has various distribution lists, so if board members are not currently getting them, they can be added so they receive their district's or all news releases, if desired.

The consensus amongst the members was for the Board to receive all news releases and revise the proposed policy accordingly. Line 34 will be edited to include distribution to the "Idaho Transportation Board," among others noted.

Member DeLorenzo made a motion to approve 5057 with the amendment to Line 34 to include the "Idaho Transportation Board..." and refer it to the full Transportation Board for approval. The motion was seconded by Member Bulger.

Member Bulger left the meeting at 9:24 a.m. due to a work conflict.

Board Policy 4048/Admin. Policy 5048 Freight Advisory Committee. Freight Program Manager Caleb Forrey provided background on ITD's effort to review all its advisory board policies to create common language and clarify how ITD interacts with them. The proposed changes reflect that effort to eliminate redundancy and streamline the policy. Regarding Board Policy 4048, he called attention to an omission not included that clarifies the Board also appoints the FAC members – along with the chair; Line 138.

Member DeLorenzo made a motion to approve Policy 4048 with the amendment to Line 138, to include the Idaho Transportation Board will appoint the FAC "members" and the Chair...," and to refer it to the full Transportation Board for approval. The motion was seconded by Member Osborn.

FPM Forrey stated the proposed changes to Administrative Policy 5048 are similar and reflect a more streamlined approach. As noted in 4048, this policy also needs to be revised to insert clarifying language recognizing the Board appoints FAC members; Lines 117 and 118.

Member DeLorenzo made a motion to approve Policy 4048 with the amendment to Lines 117 and 118, to include the Idaho Transportation Board will appoint FAC "members" and the Chair...," and to refer it to the full Transportation Board for approval. The motion was seconded by Member Osborn.

The meeting adjourned at 9:36 A.M.

Respectfully submitted by:

LORRAINE DENNIS

Business Executive, Idaho Transportation Board



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, ~~and 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, ~~snowplows~~ snow plows, cranes, boom trucks, bucket trucks, backhoes, excavators, loaders, motor graders, rollers, ~~and~~ 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.
- Idaho Code 49-140A(2) - Except as provided in this subsection, a person shall not operate a motor vehicle while using a mobile electronic device.

Applicability

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

38 Responsibility

39 Employees shall comply with all applicable federal, state, and local laws while operating
 40 Department vehicles or equipment. Employees who are charged with traffic violations or
 41 other criminal offenses resulting from the use of a mobile device while driving will be
 42 solely responsible for all liabilities that result from such actions. Employees are encouraged
 43 to limit participation in any activities that could distract them while driving ITD vehicles or
 44 equipment.

45 Headphones

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

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55 Cell Phone Use for Voice Communication

56 In an effort to model safe driving practices, all personnel are prohibited from using cell
 57 phones or other “smart” or mobile devices for voice communication while operating vehicles
 58 except to the extent such devices can be used in hands-free mode. The use of hands-free devices
 59 while driving on ITD business should be limited to ensure the activity does not cause
 60 distraction or video communication while operating ground vehicles or a piece of off-road
 61 motorized equipment. ~~Voice or video communication may be performed by operators only~~
 62 ~~if the vehicle is parked out of the roadway with the vehicle transmission in park or neutral~~
 63 ~~with the brake set, or equipment implements grounded with the engine at idle for heavy~~
 64 ~~equipment.~~

66 Use of electronic devices in hands-free mode must remain in hands-free mode while driving,
 67 including when stopped in the travel way. Drivers are prohibited from holding or supporting any
 68 electronic device or phone while driving. Drivers are only permitted to touch devices to activate
 69 hands-free mode. Activation of GPS, voice to text, and making or receiving calls is permitted
 70 with one-touch or voice command. Handheld use is allowed for emailing, apps, video, or internet
 71 use only if the vehicle is parked and in a safe location. Drivers are not allowed to touch a device
 72 for texting, emailing, apps, video, or internet use.

74 Texting in ITD Vehicles and Equipment

75 Reading, writing, reviewing, sending, or manually preparing manual preparation and
 76 transmitting transmission of written communications via handheld-wireless devices is
 77 prohibited while operating any ITD vehicle or equipment except to the extent such devices
 78 can be used in hands-free mode. Listening to texts or sending. This includes voice-to-text is
 79 permitted in the and any other hands-free mode. form of text communication. Operators may
 80 manually text in ITD vehicles only if the vehicle is parked out of the travel way roadway with
 81 the vehicle transmission in park or neutral and/or the brake is set, or equipment
 82 is implements grounded with the engine at idle for heavy equipment.

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Two-way Radios

ITD personnel ~~can~~ 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 phones~~ 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 ~~travel way~~ 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 ~~a~~ single button to end filming. Any review of the images captured must be conducted once the vehicle is parked out of the ~~travel way~~ roadway with the vehicle transmission in park or neutral with the brake set.

Music Players

Music players (~~i.e.g.,~~ MP3, MP4, iPads, iPods, ~~tablets,~~ tablet or cell ~~phones~~ 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 ~~travel way~~ roadway with the ~~vehicle~~ transmission in park or neutral with the brake set; or equipment ~~is~~ implements grounded with the engine at idle for heavy equipment.

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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 ~~while~~ only if parked out of the ~~travel way~~ roadway with the vehicle transmission in park or neutral with the brake set.

_____Date _____
L. Scott Stokes
~~Brian W. Ness~~
Director



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

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Applicability

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Responsibility

Employees shall comply with all applicable federal, state, and local laws while operating Department vehicles or equipment. 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. Employees are encouraged to limit participation in any activities that could distract them while driving ITD vehicles or equipment.

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Use of electronic devices in hands-free mode must remain in hands-free mode while driving, including when stopped in the travel way. Drivers are prohibited from holding or supporting any electronic device or phone while driving. Drivers are only permitted to touch devices to activate hands-free mode. Activation of GPS, voice to text, and making or receiving calls is permitted with one-touch or voice command. Handheld use is allowed for emailing, apps, video, or internet use only if the vehicle is parked and in a safe location. Drivers are not allowed to touch a device for texting, emailing, apps, video, or internet use.

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Reading, writing, reviewing, sending, or manually preparing and transmitting written communications via handheld-wireless devices is prohibited while operating any ITD vehicle or equipment except to the extent such devices can be used in hands-free mode. Listening to texts or sending voice-to-text is permitted in the hands-free mode. Operators may manually text in ITD vehicles only if the vehicle is parked out of the travel way with the vehicle transmission in park or neutral and/or the brake is set or equipment is grounded with the engine at idle for heavy equipment.

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

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**Your Safety • Your Mobility
Your Economic Opportunity**

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L. Scott Stokes
Director

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