



# ADMINISTRATIVE REGULATION

## Office of the City Administrator

Number	606
Sections	1-7
Effective Date	07/01/08
Responsible Department	Human Resources
Review Date	07/01/13

### **SUBJECT: Use of Electronic Devices in City Vehicles**

1. **Purpose:**

To establish a policy regarding the safe use of cellular and/or other wireless communication devices (including Blackberry devices) during business hours while driving City vehicles. This policy is to ensure that employees and others are not injured and/or endangered and that City equipment is not damaged due to distractions or lack of concentration caused by the use of cellular and/or other wireless communication devices while operating City vehicles and equipment.

2. **Authority:**

Charter of the City of Huntington Beach, Section 401

3. **Application:**

This regulation applies to all departments and all employees of the City.

4. **Policy:**

- 4.1 Employees shall refrain from operating cellular telephones, laptop computers, hand-held two-way radios and any other device that may cause vehicle operator distraction while operating a City-owned or privately-owned vehicle in the course of conducting City business. Using hands-free devices is not permitted unless exempted as referenced in Section 6.0 and Section 7.
- 4.2 The use of City assigned and personal cellular telephones, wireless communication devices and laptop computers is restricted due to the distraction and lack of concentration that such use presents to safe work performance.

5. **Responsibilities:**

- 5.1 Compliance shall be the responsibility of all employees.
- 5.2 The first responsibility is to safely operate the vehicle. Employees shall make every attempt to properly park the vehicle before using such equipment.
- 5.3 Any conversation or written communication requires that the driver bring the vehicle to a full and complete stop in a safe location, preferably out of the flow of traffic and in a designated parking area.
- 5.4 Drivers may not use City-issued or personal cellular phones, wireless communication devices or laptop computers while driving City vehicles or equipment.

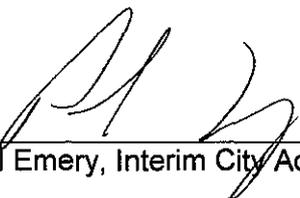
- 5.5 Conversations, taking notes, dialing, answering or reading e-mail monitors and displays are prohibited while the vehicle is in motion on streets, highways, interchanges, and especially during rush hours or in other heavy and/or congested traffic conditions.
- 5.6 Drivers may not make any outgoing calls, send e-mail texts and/or use laptop computers at any time while driving a City vehicle or equipment.
- 5.7 Drivers may not answer incoming calls or texts at any time while driving a City vehicle or equipment. If a call is received while driving, do not answer; allow the call to go to voice mail. When it is safe, pull over out of the flow of traffic, preferably into a designated parking area to retrieve the message and return any calls that require immediate response before resuming driving.
- 5.8 Drivers of motorized off-road maintenance and construction equipment shall comply with this policy in an equivalent manner to those operating a City vehicle.
- 5.9 Emergency calls for help or to help others in case of emergency may be placed when the driver has reasonably and safely brought the vehicle to a full and complete stop.

**6. Exemptions**

- 6.1 Public safety employees (Police, Fire and Marine Safety) are exempted from this policy.
- 6.2 Transit and transportation employees (Community Services) are exempted from this policy when using wireless two-way radio systems to receive dispatch information en-route.
- 6.3 Public Works and Community Services field service employees are exempted from this policy when using wireless two-way radio systems to receive dispatch information en-route.
- 6.4 Future policy exemption requests, based upon business necessity, may be reviewed on a case-by-case basis.

**7. Procedure**

Requests for hands-free devices for exempt assignments may be made to Information Services through the Department Head.

  
\_\_\_\_\_  
Paul Emery, Interim City Administrator