

ADDENDUM # 13
TO THE VIGO COUNTY
EMPLOYEE AND MANAGEMENT
HANDBOOK DATED OCTOBER 2007

On July 20, 2011 the Vigo County Commissioners made the following addendum to the Vigo County Employee and Management Handbook Dated October 2007:

In Section VI - Subsection 6.19, titled Use of County Vehicles, new Paragraph (5) should now state:

Furthermore, County employees must abide to the Indiana Texting and Driving Law which went into effect July 1, 2011 as well as any state or local regulations addressing the same manner. [Note: Cell phone driving laws vary greatly by state. It is the employee's responsibility to be familiar with and abide by such laws.]

The cell phone/electronic use policy in vehicles applies to County employees who fit any or all of the following criteria:

- Driving on County business in any vehicle.
- Driving a County vehicle, whether on County business or not.
- Placing work-related calls, whether driving on County business or not.
- Using a cell phone or other electronic devices while driving

General Procedures

- Use of cell phones while driving is strictly prohibited – this includes all functions of the cell phone including, but not limited to, phone calls, text messaging/SMS, e-mail, multimedia messaging service/MMS, instant messaging/IM, Internet use, camera use, etc.
- Use of electronic devices – including laptops, personal digital assistants/PDAs, digital audio (MP3) players, cameras and pagers – while driving is strictly prohibited.
- Voicemail must handle calls while driving, and calls may only be returned when stopped or pulled off the road.
- Passengers making or taking calls for the driver is permissible provided the interaction does not affect the driver's performance.
- Regular callers must be informed that you will not be available while driving and should be notified of best times to call based on driving schedule.
- Employees who receive calls from coworkers who are driving are obligated to ask that the coworker call back at a more appropriate time.

Headset/Hands-Free Use

- The device is pre-approved by the Vigo County Board of Commissioners for use.

- Use of the device does not cause distractions [e.g., fiddling with the device or taking eyes off the road to get it to function properly]
- Any dialing or use of the handset is handled while stopped or pulled to the side of the road.
- Conversations do not interfere with the driver's ability to drive safely.
- Road conditions are generally good and do not threaten your safety.

Emergency Calls

The only exception to the policy is calls placed to 911. If placing or accepting an emergency call, keep it short and use a hands-free option if available. When receiving an emergency call, ask the caller to hold briefly until you can safely pull your vehicle off the road.

GPS Systems

GPS systems are extremely helpful devices, but they can also be distracting if used improperly. Employees must adhere to the following:

- Mounted GPS systems may not block or obstruct the driver's view in any way.
- GPS systems must be voice narrated and must not require that the driver look away from the road to follow instructions.
- Employees may not program the system while in motion.
- Programming or otherwise engaging with the GPS screen may only occur while stopped or while pulled off the road.

“Any violation of this provision shall result in immediate termination.” will now be the last sentence in Subsection 6.19, titled Use of County Vehicles.