

Scotts Bluff County Distracted Driving Policy # 1700.004

Please read the Distracted Driving Policy, sign and return to HR.

In order to increase employee safety and eliminate unnecessary risks behind the wheel, Scotts Bluff County has enacted a Distracted Driving Policy, effective February, 3, 2025. We are committed to ending the epidemic of distracted driving, and have created the following rules, which apply to any employee operating a county vehicle or using a county-issued cell phone while operating a personal vehicle:

- County employees may not use a hand-held cell phone while operating a vehicle – whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, and text messages.
- If county employees need to use their phones, they must pull over safely to the side of the road or another safe location.
- ~~Additionally~~, County employees are required to turn cell phones off or put them on silent or vibrate before starting the County motorized vehicle/equipment.

- ~~○ Consider modifying voice mail greetings to indicate that you are unavailable to answer calls or return messages while driving.~~
- ~~○ Inform clients, associates and business partners of this policy as an explanation of why calls may not be returned immediately.~~

- If caught in violation, progressive discipline will be applied dependent on the severity of the situation as determined by the department head. Injury accidents and/or property damage will be reviewed by County Attorney, Department Head, Safety Director and Management Accountant.

~~**Sheriff Department Personnel will refer to department Standard Operating Procedure F-0070, Cellular Telephone Policy Agency and Personal.**~~

~~**Detention Center Personnel will refer to department Post Order Cellular Telephone While Driving County Vehicles.**~~

****** Departments with a driving policy in place should follow department-specific policy.**

I acknowledge that I have received a written copy of the Distracted Driving Policy, that I fully understand the terms of this policy, that I agree to abide by these terms, and that I am willing to accept the consequences of failing to follow the policy.

Employee Signature

Date

Employee Name (printed)

Adopted 2/3/25