

CITY OF BRANSON, MISSOURI
ADMINISTRATIVE RULES

RULE NUMBER 22 REFERENCING ARTICLE 29 OF THE HUMAN RESOURCES MANUAL

A RULE PERTAINING TO **DISTRACTED DRIVING**

Section 1. General

The City of Branson is committed to ensuring employees remain safe and that they safeguard public/personal assets while operating City vehicles and equipment.

Section 2. Purpose

The City of Branson recognizes that distracted driving can impair safe driving and contributes to vehicle or equipment accidents. This policy applies to all drivers operating City-owned, leased or rented vehicles or equipment. It is recommended that employees operating their own vehicles on City business follow these guidelines as well.

Section 3. Definitions

Mobile Devices: Phones/smartphones/tablets/iPods & other hand held electronic devices.

Emergency Personnel: Those employed by the City of Branson in police officer or firefighter roles who, while on duty and in the course of their roles, are responding to an emergency situation.

Emergency Situation: A non-routine situation where police personnel are responding to a crime, potential crime, or rescue call, or where firefighters are responding to a fire or rescue call. In either case, it is where harm or potential harm to a person or property is eminent.

Driver: The properly authorized city employee operating a City vehicle or equipment while on city business.

Driving/Operating/In Motion: In motion includes while stopped at a stop sign/light. For vehicles/equipment with automatic transmissions, when the transmission is in any gear except Park; for vehicles/equipment with manual transmissions, the engine is running.

Use: "Use" constitutes answering incoming or initiating outgoing calls, incoming or outgoing text message, or any other use of a mobile device.

Section 4. Policy

The use of mobile devices by any driver of a City of Branson vehicle while it is in motion is strictly prohibited. The only exception would be police officers and/or fire department staff personnel operating fire department staff vehicles responding to an emergency situation. This includes hands free devices. If it is necessary to use the mobile device while in transit, it is always best to find a “safe” place to pull off the road so that you may use your mobile device while your vehicle is in a stationary position.

Police Officers operating emergency vehicles and fire department staff vehicles should restrict the use of mobile devices to matters of an emergency situation and should, where practicable, stop the vehicle at an appropriate location to use the mobile device. Mobile devices should not be used as a substitute for, as a way to avoid or in lieu of regular radio communications.

The City Administrator may authorize the City’s Safety Officer to review any and all in-vehicle communications (telephone, texting, emails, etc.) records.

Section 5. Disciplinary Action

Failure to abide by this policy may result in disciplinary actions under the relevant provisions of Rule #4 of the Human Resources Manual.