DATE: February 23, 2018
TO: Fleet Safety Stakeholder Units
FROM: Risk Management Services
SUBJECT: Proposed Policy Amendment - Restriction of Mobile Device Use

A policy amendment to the Fleet Safety Policy is being proposed to restrict the use of mobile devices while operating university vehicles. A draft of the policy amendment is included below for your review and comment. Please forward written comments to Fleet Safety Officer Frank Perez no later than March 16, 2018.


Proposed policy amendment to be inserted in Section 3 – Vehicle Operation

Draft Policy Amendment – Tentative Title: Mobile Device Use

1. The use of mobile devices such as cell phones, smart phones, tablets, 2-way radios, and laptop computers while operating a university vehicle is prohibited, unless a hands-free device is used and allowed for use in the jurisdiction in which the vehicle is being operated.

2. For purposes of this policy, vehicle operation is defined as any of the following:
   a. Driving a vehicle on a public roadway, while moving or stopped on the roadway.
   b. Driving a specialty vehicle such as a golf cart or utility vehicle, on either a public roadway, or on campus in other authorized locations that are not roadways.

3. For purposes of this policy, use of a mobile device includes any of the following:
   a. making or receiving phone calls;
   b. viewing text messages, emails, or other forms of content on the mobile device;
   c. dictating, typing or sending messages or other forms of content;
   d. operating a camera or video recording application

4. Mobile devices may be used when the vehicle is pulled off the roadway and stopped, preferably into a parking location, with the transmission in Park, or the vehicle is shut off.

5. All drivers are responsible for being familiar with the specific traffic laws governing the use of mobile devices in each jurisdiction the university vehicle is operated, and complying with applicable traffic laws.

6. Law enforcement personnel are exempt for these restriction, and are governed by their departmental communication policy.