

**CITY OF MINNEAPOLIS  
DISTRACTED DRIVING PROCEDURES**

**Governing policy:** City of Minneapolis Distracted Driving Policy.

**Applies to:** All City employees under the Mayor and City Council. Not covered under this policy are elected officials, independent contractors and volunteers.

**Synopsis:** Prohibits distracted driving activities by employees (during non-emergency responses) while driving for the City of Minneapolis.

**Last Updated:** April 14, 2016

Effective Date: September 1, 2016

**Administering Department Contact:**

Director, Public Works Fleet Services

612-673-5775

Director of Risk Management & Claims Division

612-673-3994

**DEFINITIONS:**

1. **Cognitive Distraction:** When a driver/operator's mind becomes unsafely distracted while driving or operating vehicles/equipment.
2. **Physical Distraction:** When a driver/operator removes their hands and/or feet off of the controls while driving or operating vehicles/equipment for an unsafe period of time.
3. **Visual Distraction:** When a driver/operator takes their eyes away from the road or area they are operating in for an unsafe period of time while driving or operating vehicles/equipment.
4. **Mobile Electronic Data Devices:** Devices that allow for data communications, data viewing/recording, navigation, and other similar devices.
5. **Safe Location:** Safe areas to park vehicles/equipment in order to perform duties that may cause distractions if performed while driving/operating. These areas can include parking lots, curbside of residential streets or other curbside areas of low speed and low traffic volume locations. Special consideration shall be given to parking in well-lit areas during low light and low visibility situations.

**WORK RULES:**

1. Employees are not permitted to operate a motor vehicle while performing tasks that may cause distractions. This includes using a wireless communications device to text, speak, compose, read, or send an electronic message, when the motor vehicle is in motion and while in traffic. This prohibition is effective during the employee's City work schedule including when the employee is conducting City related business.
2. If an employee must make a call, including an emergency call (911), the motor vehicle should first be parked in a safe location.

**Emergency exception:**

1. All City vehicles responding to an emergency are excluded from this policy. Using a hand-held mobile cell phone is

- permissible by drivers when necessary to communicate with law enforcement officials or other emergency services.
2. The use of City’s two-way radio system while driving is excluded from this policy.
  3. Commercial motor vehicles are covered under the Federal Motor Carrier Safety Administration (FMCSA) rules specifically prohibiting drivers of commercial motor vehicles (CMVs) from texting or using hand-held mobile phones while operating their vehicles.

**VIOLATIONS:**

Employees witnessing a violation of the Distracted Driving Policy and procedures must report the violation to a supervisor or a management representative. Supervisors must ensure employees comply with the Distracted Driving Policy and procedures. Supervisors are responsible for investigating alleged violations of the the Distracted Driving Policy and procedures.

**ROLES AND RESPONSIBILITIES:**

Employees of the City of Minneapolis play important roles in ensuring compliance with the Distracted Driving Policy. City employees must comply with the responsibilities as outlined below and in accordance with these procedures.

Role	Responsibility
Employees	1. Comply with City policy and procedures including the Distracted Driving Policy and procedures.
Department Heads	1. Ensure that the Distracted Driving Policy and procedures are communicated to employees. 2. Ensure that employees comply with the Distracted Driving Policy and procedures.
Managers and supervisors	1. Understand and comply with City policy and procedures. Investigate and report all accidents within 24 hours. 2. Educate employees and ensure they comply with the Distracted Driving Policy. 3. Investigate alleged violations of the policy and take appropriate action when required. 4. Inform employees of resources available (e.g., Defense driving classes and other safety trainings through Minnesota Safety Council) to reduce the likelihood of motor vehicle accidents.
Communications Department	1. With assistance from the Risk Management and Claims, and Public Works Fleet Services, inform employees of the new policy through appropriate channels.
Finance and Property Services, Risk Management Division	1. Develop and recommend updates to the policy. 2. Provide subject matter expertise on Distracted Driving to all City supervisors and the Safety and Risk Management Committee. 3. Provide support and training resources to all departments. 4. Implement, administer, manage and update the policy and procedures.
Public Works Department - Fleet Services	1. Work with Risk Management office to identify the correct vehicle and the driver.