



Regional Transit Authority

Distracted Driving

(SAF2)

POLICY STATEMENT

At the New Orleans Regional Transit Authority (RTA), we deeply value the safety and wellbeing of all employees and are committed to ensuring a safe working environment. With the proliferation of electronic device and in-vehicle infotainment system use while driving, coupled with the myths surrounding a person's ability to multitask, we enforce the following distracted driving policy.

Hands-free is not risk free. The science is crystal clear on this fact and numerous studies have demonstrated that the use of handheld and hands-free devices while driving pose a significant safety risk to motorists, their passengers and others on the road.

PURPOSE

To assist employees in making responsible decisions when driving company vehicles, we have established these guidelines.

APPLICATION

This policy applies to all RTA employees and to all situations involving operation of company vehicles. If a conflict occurs between this policy and a collective bargaining agreement (CBA), the CBA will prevail.

APPROVED:

ADOPTED: Board Chair

Chief Executive Officer

Effective Date: _____

Date of Last Review: _____



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1.0 GENERAL

These guidelines apply to any situation involving operation of a company vehicle while on company time, including during meal or rest periods. "Bluetooth" or other hands-free devices constitute as mobile devices, and are strictly prohibited.

When seated at the wheel of any company vehicle, the RTA employees shall:

- Turn on the "Do Not Disturb" feature on smartphones and other mobile devices. If the feature is not available, turn off or silence mobile devices to prevent distraction. Bus, streetcar, and paratransit operators are required to have mobile devices turned off while operating. Mobile devices may be turned on at the end of the line to check messages, provided all other guidelines are met.
- Pull over to a safe place out of traffic lanes and put the vehicle in "Park" if a call or text must be made.
- Inform associates and business partners of this company policy to explain why calls, texts or emails may not be returned immediately.
- Program any global positioning system (GPS), music device, or dashboard/voice infotainment system prior to departing. If adjustments are needed while driving, pull over to a safe place out of traffic lanes and put the vehicle in "Park" to make the appropriate adjustment.

The only exceptions to the above guidelines are as follows:

Paratransit and other On-Demand Transportation Service Operators:

- Company-provided mobile devices may not be used for any purpose other than for work-related purposes while seated at the wheel of any vehicle, regardless of whether the vehicle is powered on or off, and then only to the minimum extent necessary.
- As much as practical, company-provided mobile devices may only be used when the vehicle is not in motion.
- Whenever the use of a mobile device presents a hazard, use of the device is not permitted.

Managers, Operations Supervisors, and Transit Police:

- Company-provided mobile devices may not be used for any purpose other than for work-related purposes, and then only to the minimum extent necessary.
- As much as practical, company-provided mobile devices may only be used when the vehicle is not in motion.
- Whenever the use of a mobile device presents a hazard, use of the device is not permitted.



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- Managers or Operations Supervisors are prohibited from the use of a mobile device when operating a revenue service vehicle at any time, in or out of revenue service.

Electronic distractions are only one type of distraction. Drivers should also refrain from eating, drinking, reading and other activities that may divert attention away from the task of driving.

RTA is committed to keeping our workers safe and holding our employees to the highest standard of safety. This is so important that violations of this policy may result in disciplinary action, up to and including termination.

2.0 PROCEDURES

N/A

3.0 DEFINITION OF TERMS

N/A

4.0 RESPONSIBILITIES

N/A

5.0 FLOWCHART

N/A

6.0 REFERENCES

N/A

7.0 ATTACHMENTS

N/A

8.0 PROCEDURE HISTORY

N/A

9.0 SPONSOR DEPARTMENT

Safety

