

**GRAND FORKS COUNTY  
POLICY MANUAL**

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**POLICY NO. 105-15**

**Eff. 7/2/13  
Rev. 11/19/13**

**DISTRACTED DRIVING**

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When on county business, county employees may not use a hand-held cell phone while operating any vehicle—whether the vehicle is in motion or stopped at a stop sign or 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 cell phones, they must pull over safely to the side of the road or another safe location.

No employee shall talk or text on a cell phone while driving in a vehicle being used on county business unless the employee utilizes a hands-free blue-tooth device. However, this limitation does not apply to Class A authorized emergency vehicles. The exemption for Class A authorized vehicles does not, however, protect the driver of any such vehicle from the consequences of a reckless disregard for the safety of others.

Additionally, County employees are required to:

- Turn cell phones off or put them on silent or vibrate before starting the car.
- 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.

Following the Distracted Driving Policy is to be considered a condition of employment with Grand Forks County. Failure to abide by this stated policy will be considered a breach of that condition of employment and subject the person in violation to disciplinary action, including suspension and possible termination.