



Portable electronic devices – client use information

Drivers of commercial motor vehicles must devote their full attention to the safe operation of the vehicle and may not engage in any activity that would distract them from such operation while driving. The use of portable electronic devices is a particular concern. These include, but are not necessarily limited to, mobile telephones, smart phones, GPS receivers, tablet computers, notebook computers, video players, and portable game players.

DRIVING DEFINED

Driving, as defined by the Federal Motor Carrier Safety Administration (FMCSA), means operating a commercial motor vehicle, with the motor running, including while temporarily stationary because of traffic, a traffic control device, or other momentary delays. In order for a driver to be considered **not driving**, the commercial motor vehicle must be halted in a location where the vehicle can safely remain stationary and to the side of, or off, any public or private road, street or way that is available and passable for travel.

PERSONAL USE OF PORTABLE ELECTRONIC DEVICES

Personal use of any portable electronic device, regardless of whether the device is owned by the driver or owned by the company, while driving a commercial motor vehicle is always prohibited.

WORK-RELATED USE OF PORTABLE ELECTRONIC DEVICES

Work-related use of a portable electronic device is restricted as follows:

1. Making telephone calls or answering telephone calls while driving a commercial motor vehicle is not allowed. Drivers may only make or receive calls on a mobile telephone while **not driving**.
2. Sending or viewing texts while driving is not allowed. Drivers may only send or view text messages while **not driving**.
3. Drivers may **not** dial a mobile telephone, enter a passcode, view missed calls, activate voicemail, nor access or view any other data or images on a mobile telephone or smart phone while driving a commercial motor vehicle.
4. Drivers must **not** be driving before accessing voicemails or electronic messages, returning missed calls, responding to messages/texts/emails, or entering data on portable electronic devices.
5. If practical, the driver should stop driving before making a 9-1-1 call in an emergency circumstance. However, since the emergency in an extreme circumstance may not permit the driver to stop driving before making the 9-1-1 call, the device must be preprogrammed to make the 9-1-1 call with a voice-activation feature or a single-button speed dial feature.
6. **Other employees and representatives of the company, regardless of position, may not permit, expect or compel a driver of a commercial motor vehicle to violate these restrictions.**
7. Supervisors must establish and enforce procedures by which mobile telephone or electronic communication with commercial motor vehicle drivers takes place only when they are **not driving**.

PRINTED NAME

SIGNATURE

DATE

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