

ORDINANCE 14-02

AN ORDINANCE APPROVING THE VILLAGE OF MANTENO EMPLOYEE HANDBOOK – UPDATED DISTRACTED DRIVING POLICY

BE IT ORDAINED by the Village President and Board of Trustees of the Village of Manteno, Kankakee County, Illinois, as follows:

Section 1

That the Village of Manteno Employee Handbook, updated Section 785, Distracted Driving Policy, in substantially the form attached hereto, is hereby approved for and on behalf of the Village.

Section 2

This ordinance shall be immediately in full force and effect after passage and approval.

This ordinance was passed and deposited in the office of the Village Clerk of the Village of Manteno this 5th day of May, 2014.

RECORD OF THE VOTE	Yes	No	Abstain	Absent
President Timothy Nugent				
Trustee Timothy Boyce				✓
Trustee Samuel Martin	✓			
Trustee Diane Dole	✓			
Trustee Todd Crockett	✓			
Trustee Joel Gesky	✓			
Trustee Wendell O. Phillips	✓			
TOTAL VOTES <i>or</i>				
BY OMNIBUS VOTE	✓			

Alisa Blanchette by Darla Heuley, Deputy
Alisa Blanchette, Village Clerk

APPROVED by me this 5th day
of May, 2014

Timothy O. Nugent

Timothy O. Nugent, Village President

785 DISTRACTED DRIVING POLICY

Of increasing concern to the Village of Manteno is the proliferation of mobile electronics. Numerous studies have demonstrated how the use of cell phones and other wireless devices while driving pose a significant safety risk to motorists, their passengers and others on the road. In fact, scientific studies have shown that cell phone use while driving increased the risk of being in a crash 4 to 5 times.

All employees must adhere to all federal, state, and local rules and regulations regarding the use of wireless devices while driving. All drivers ages 18 and over must use a hands-free wireless device while driving. Additionally, employees are prohibited from using a wireless device to write, send or read text-based communications while driving. Public safety employees operating authorized emergency vehicles are exempt from these requirements for work-related calls and communications. Drivers under the age of 18 are prohibited from using a wireless telephone or other electronic or mobile services device to speak or text, even hands free, while operating a motor vehicle, except to call police, fire or medical authorities in an emergency situation.

Employees who must use a wireless device in the performance of their daily work are expected to follow the policy guidelines set forth below:

Policy Guidelines for Safe Driving*

1. Driving is your priority. Obey all traffic signs and signals and stay within the speed limits. Your greatest responsibility is to the safety of other drivers, pedestrians and passengers.
2. Do not engage in behavior which distracts your attention from driving. Never take notes or look up information while driving. Pull off the road if the call is distracting or reading/writing is required during the call.
3. Place calls when vehicle is stopped or time the placement of the call to coincide with red lights. Pull over to the side of the road if necessary. Never dial while vehicle is in motion.
4. Be knowledgeable. Understand how to use your wireless device. Read the user's manual to learn of its capabilities.
5. Use memory dialing. Pre-program frequently dialed numbers or use voice recognition dialing.
6. position the wireless device within easy reach and as close to eye level as possible to avoid taking eyes off the road.
7. Let the person you are speaking with know you are driving.
8. Suspend conversations during hazardous situations, including high pedestrian traffic, congested traffic or severe weather conditions.

9. Do not engage in stressful or emotional conversations that may divert your attention from the road.
10. Keep any necessary conversations brief.
11. Refrain from placing or receiving unnecessary calls. Allow voice mail to handle your calls and return them when it is safe and convenient.

**It is recognized that, due to the nature of their work, public safety personnel may be required to engage in activities outlined above in the course of performing their duties.*

**These restrictions do not apply to calls made to report an emergency. In all such cases, all cautionary measures should be practiced.*

Employees who are charged with traffic violations resulting from the use of their phones while driving will be solely responsible for all penalties that result from such actions whether on a personal or business cellular phone.

The Village of Manteno is concerned about the safety and well-being of its employees. This is so important that violations of this policy will be considered serious and may result in the imposition of discipline up to and including termination.