

**STATE FLEET MANAGEMENT
DIVISION OF GENERAL SERVICES**

HANDHELD ELECTRONIC DEVICES DIRECTIVE

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

PURPOSE:

In accordance with the Motor Vehicle Management Act, the State Fleet Management (SFM) office, located within the Division of General Services, provides this written directive and guidance restricting the use of wireless communication devices and/or handheld electronic devices while operating State owned or leased motor vehicles

SCOPE:

This directive is applicable to all personnel operating State owned or leased motor vehicles.

POLICY:

Drivers shall not operate cell phones, multi-media enabled smart phones, MP3 players, GPS devices, laptop computers, tablet computers, or other handheld electronic devices (an "Electronic Device") unless the Electronic Device is being operated via a hands-free mode or while the vehicle is in park, and is being used solely for the conduct of official State business. Any use of an Electronic Device that is not hands-free, including but not limited to talking, reading, sending or receiving text messages, or reading, sending or receiving email messages, is prohibited while the vehicle is in drive or in motion. Drivers are prohibited from watching the screen of an Electronic Device while operating a State owned or leased motor vehicle unless the vehicle is in park.

Personnel who, as a part of their official duties, must use an Electronic Device other than as set forth in this directive and while operating a State owned or leased motor vehicle, are required to have authorization from their agency head or his/her designee, submitted to SFM for review prior to an agency granting approval. Nothing in this directive excuses the obligation to comply with applicable traffic laws.

An exception to this policy is an emergency call placed to 911 for situations such as a fire, traffic accident, road hazard, or medical emergency. In such cases, the communication should be as short as reasonably necessary to communicate the nature of the emergency, location, etc.

Agencies have the option to adopt supplemental Electronic Device use policies as they need or desire, as long as such supplement is not less restrictive than this directive.

Replaces all earlier directives concerning handheld electronic devices.