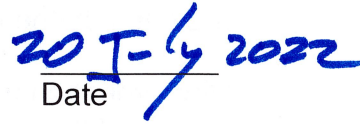


CITY OF SAN ANTONIO  
**SOLID WASTE MANAGEMENT  
 DEPARTMENT**

# 05-08 Bluetooth and Electronic Devices	
Effective Date	7-18-22
Previous Revisions:	N/A
Process Owner	Director's Office

Policy Approved:

  
 \_\_\_\_\_  
 David Newman, Director, Solid Waste Management

  
 \_\_\_\_\_  
 Date

**I. Policy**

This policy supersedes previous departmental policies dictating the use of electronic devices while operating a city-owned vehicle.

- Solid Waste Management Department (SWMD or Department) employees are prohibited from holding an electronic device or entering information by hand into an electronic device while operating a City vehicle.
- Other prohibited behaviors while operating a City vehicle include reading or writing a text message, viewing non-work related images, or gaming. Other risky behaviors such as repeatedly glancing or looking at an electronic device or extended use of the electronic device for non-work related activities are also prohibited.
- All employees must abide by the rules pertaining to hand-held mobile communication devices set forth in Chapter 19 of the City of San Antonio's Code of Ordinances.
- All employees driving commercial motor vehicles must abide by the Federal Motor Carrier Safety Administration (*Federal Register, Volume 76, Number 232*) law, which prohibits drivers of commercial motor vehicles from using hand-held mobile phones while driving a commercial motor vehicle.

**II. Definitions**

- **Electronic Device** – Any device used for audio, video, or text communication. This includes but is not limited to cell phones, tablets, laptops, GPS or navigational aids
- **City Vehicle** – includes light duty and heavy duty vehicles owned or leased by the City of San Antonio to conduct and carry out City business functions.
- **Non-work related activities** – any activity that does not facilitate City business or City functions. This includes personal communications and communications with non-City persons.

### III. Rules and Guidelines

#### A. Rules

Probationary or Apprentice employees are not allowed to use a communication device while the vehicle is in motion. A navigation system will be allowed when provided by the department.

Non-probationary employees may use an electronic device while operating a city vehicle, if they use the following rules:

- 1) The vehicle must be stopped in a safe location (i.e., parking lot or shoulder). Automated truck drivers must first complete the arm cycle and retract the arm completely.
  - a) Put the vehicle in park.
  - b) Set the emergency brake.
  - c) Before resuming operations, ensure the device is safely secured.
- 2) It is always encouraged for a driving employee to pull over to receive or make a call. Accepting an incoming call while driving may be acceptable if using a hands-free method, and only when it is safe and not prohibited do so.
  - a) Any call taken shall be brief and should be work-related.
  - b) Earpieces or headsets of any kind are not allowed.
  - c) Any electronic device must be properly secured and shall not be held in the employee's hand at any time the vehicle is in motion.

#### B. Guidelines

While always adhering to the Safety Handbook, the following guidelines are encouraged to help employees practice safe driving behaviors as it relates to electronic devices.

- 1) Silence, turn off, or set mobile communication devices to vibrate mode before starting the vehicle to reduce distractions like the pings of incoming messages and flashing lights.
- 2) Consider modifying voice mail greetings to inform callers that you are unavailable to answer calls or return messages while driving.
- 3) Inform co-workers, clients, associates, and business partners that calls may not be returned immediately.
- 4) Before driving, take a moment to get your mind focused on the task at hand — safely maneuvering the vehicle and getting to the destination.

- 5) Before starting the vehicle, ensure all objects as well as electronic devices in the vehicle are secured so they will not fall and distract the driver while driving.
- 6) Before driving, pre-set the mirrors, climate control, radio, navigation system, or any other controls.
- 7) Become familiar with the vehicle so when driving you are familiar with the location of the vehicle controls such as the signals, wipers, and lights.

#### **IV. Disciplinary Action**

Violations of this policy will lead to progressive disciplinary action.

