

12. NDDOT fleet policy forbids possessing or displaying a weapon of any type while using NDDOT facilities or while operating a State Fleet vehicle, unless specifically authorized by state law or the employing agency.

13. **Distracted Driving.** Drivers of State Fleet and other vehicles while conducting state official business may not use cell phones (including hands free) or any other mobile devices while operating the vehicle while in motion or stopped at a stop sign or traffic signal. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations and reading or responding to emails, instant messages, social media or text messages.

If the driver needs to use their cell phone while in a vehicle being used for state official business, they must pull over safely to the side of the road or another safe location and put the vehicle in park. Additionally, drivers should:

- Consider turning off, putting on silent or vibrate cell phones or mobile devices before starting the vehicle.
- Consider modifying your voice mail greeting to indicate that you are unavailable to answer calls or return messages while driving.
- Inform others that this policy is in place as an explanation of why calls may not be returned immediately.

This policy does not apply if a wireless communications device is used for obtaining emergency assistance to report a crash, medical emergency, or serious traffic hazard or to prevent a crime about to be committed.

Each agency may identify operations that require exemption, from this policy, for emergency situations where cell phone use is necessary.

14. **Drivers are responsible for securing the vehicle and its contents.** Always remove keys and lock the vehicle when unattended to prevent theft of contents and/or vehicle theft. Keys should never be left in a vehicle even when parked in a building. Failure to remove keys and secure the vehicle exposes the agency/institution to the risk of being held responsible for all costs of recovery and damages up to and including the current book value of the state fleet vehicle.

15. **Each agency/institution is responsible for the actions of its authorized drivers** and must institute proper disciplinary actions for violating the regulations. Additionally, each agency/institution must reimburse State Fleet Services for:

- a. The cost of repairs for damages resulting from an employee's or unauthorized user's gross negligent driving or misuse, to include continuing to drive a vehicle while mechanical warning lights are on and a mechanical failure occurs.
- b. The cost of repairs for damages resulting from other than normal over-the-road operations.