

Use of a State Vehicle

Employees who abuse alcohol and/or drugs while operating a state vehicle are subject to disciplinary action, up to and including unpaid suspension or termination.

All employees must exercise discretion with regard to driving and parking state vehicles while conducting state business. Adherence to all vehicle rules and regulations while operating a state vehicle is the responsibility of each employee. This includes use of safety belts and distracted driving.

Employees may not use a cell phone while operating a state vehicle that is in motion or stopped at a stop sign or traffic light. Cell phone use 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 and text messages.

If NDDOT employees need to use their cell phones while in a state vehicle, they must pull over safely to the side of the road or another safe location. Additionally, NDDOT employees should:

- Put cell phones on silent or vibrate before starting the car.
- Consider modifying voice mail greetings to indicate that they are unavailable to answer calls or return messages while driving.

EXCEPTION: Cell phones may be used in a hands-free mode where operators performing snow removal operations are gang plowing and constant communication is vital to the safety of the employee and the traveling public.

It is a direct responsibility of each supervisor to see that each employee understands these responsibilities. Disciplinary action will be taken against any employee who does not comply with all vehicle rules and regulations and against supervisors who fail to enforce this policy.

Law enforcement officers, private citizens, or Department employees may report to the Department any employee who does not adhere to vehicle rules and regulations. Within ten days of the receipt of the report, an investigation will be conducted.

When aware that the driver is not adhering to vehicle rules and regulations, a passenger has the responsibility of calling it to the attention of the driver.

Specific questions regarding use of a Department vehicle by Department employees should be referred to the State Fleet Services Director.