



INDOT MOBILE DEVICE POLICY

Division: People Services

Last Updated: July 1, 2020

PURPOSE

The use of mobile devices while at work may present a hazard and/or distraction to the employee and fellow employees working in the same area. The purpose of the mobile device policy is to provide standards for Indiana Department of Transportation (INDOT) employees to define the safe use, including appropriate times and place, to utilize mobile devices.

SCOPE

This policy applies to all Indiana Department of Transportation (INDOT) employees.

DEFINITION OF A MOBILE DEVICE

Mobile devices are defined in this policy as portable computing and/or communication devices, including but not limited to cellular phones, smart phones, laptops and tablets.

STATEMENT OF POLICY

The use of mobile devices shall not pose a safety hazard or disrupt business operations. INDOT work activities, the safety of personnel and safe operational procedures shall not be jeopardized by the use of mobile devices. Each work activity and work environment is unique and it is vital that employees evaluate the work activity and work environment for the safest possible locations to utilize a mobile device.

INDOT requires all employees to use hands-free devices and/or use Bluetooth technology when it is necessary to use a mobile device while operating a motor vehicle or operating equipment. If a hands-free device and/or use of Bluetooth technology is not available, employees should pull over to the side of the road at the safest opportunity or pull into a rest stop or parking lot and stop the vehicle or operating equipment. Holding or using a mobile device, texting, and/or reading text is not permitted while operating a moving motor vehicle at any time (Indiana Code § IC 9-21-8-59).

Employees that are driving a Commercial Motor Vehicle (CMV) shall not use a hand-held mobile telephone while driving a CMV. Driving means operating a CMV, including while temporarily stationary because of traffic, traffic control device, or other momentary delays. Emergency exception: Using a hand-held mobile telephone is only permissible by drivers of a CMV when necessary to communicate with law enforcement officials or other emergency services. (Federal Code 49 C.F.R 392.82).

Employees working on jobsites and/or within work zones shall find a "safe zone" for use. Employees shall not use mobile devices:

- While driving through work zones/jobsites
- While walking through work zones/jobsites
- Near moving vehicles and/or heavy equipment without a physical barrier

RESPONSIBILITY

Employees are responsible for ensuring the safe use of mobile devices in accordance with agency, local, state and federal laws. Failure of employees to comply may result in disciplinary action up to and including dismissal.

Supervisors and managers are responsible for ensuring employee compliance with agency, local, state and federal laws. Failure of supervisors and managers to comply may result in disciplinary action up to and including dismissal.

REFERENCES

- INDOT Employee Handbook
- Indiana Department of Administration (IDOA) Fleet Management Policy
- Indiana Code§ IC 9-21-8-59
- Federal Code 49 C.F.R 392.82

APPROVAL



Angela Roosa, Deputy Commissioner of People Services

6-24-20
Date