

## Agency Name

### Transit Policies and Procedures

<b>Subject</b>	Employee Conduct on Vehicles
<b>Section</b>	Personnel
<b>Effective Date</b>	
<b>Approved By</b>	
<b>Approval Date</b>	

#### **Purpose**

Establish a policy to define employee conduct by clarifying activities that are prohibited on Agency vehicles.

#### **Definitions**

*Conduct:* The manner in which a person behaves.

*Prohibited Activity:* An action that is forbidden or banned.

#### **Procedure**

Develop and distribute a list of employee activities that are prohibited on Agency owned and/or operated vehicles. The following items should be considered for inclusion in the list of prohibited activities:

- Employees may not smoke or chew tobacco on any vehicle. Drivers may smoke or chew tobacco outside of a vehicle when on breaks or when no passengers are inside the vehicle. Drivers must follow municipal laws and building codes pertaining to smoking and should remain close enough to the vehicle to monitor dispatch activities.
- Drivers are not permitted to eat or drink while the vehicle is in motion. Drivers may only eat or drink on the vehicle during their breaks, lunch, or downtime.
- Employees are prohibited from using obscene, disrespectful, or inappropriate language.
- Employees may not use any handheld electronic devices while operating vehicles.
- Employees are not allowed to use personal electronic devices on the vehicle. Employees will be able to accept personal calls only in the case of emergency.
- Employees are prohibited from bringing guns, knives, and other objects considered a weapon on Agency vehicles or inside the Agency facility.
- Employees are prohibited from posting displays, notices, or signs unless there is prior approval from the Transit Director.

#### **Responsibilities**

The Operations Manager is responsible for monitoring and addressing violations of prohibited activities.