

OSU INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES

<b>Texting While Driving</b>	<b>1-022 ADMINISTRATIVE March 2014</b>
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POLICY

- 1.01 Text messaging causes drivers to take their eyes off the road and at least one hand off the steering wheel, endangering both the driver and others. A state-wide prohibition on the use of text messaging while driving on official state business or while using government supplied equipment will help save lives, reduce injuries, and set an example for State and local governments, private employers and individual drivers.
- 1.02 State employees shall not engage in the use of cell phones, text messaging, or texting when driving government vehicles, or when driving private vehicles on government business.
- 1.03 “Texting” or “Text Messaging” means reading from or entering data into any handheld or other electronic device, including for the purpose of SMS texting, emailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication.
- 1.04 “Driving” means operating a motor vehicle on an active roadway with the motor running, including while temporarily stationary because of traffic, a traffic light or stop sign, or otherwise. It does not include operating a motor vehicle with or without the motor running when one has pulled over to the side of, or off, an active roadway and has halted in a location where one can safely remain stationary.
- 1.05 Employees are encouraged to voluntarily comply with the State’s text messaging policy while off duty.
- 1.06 Agency heads may exempt from the requirements of this Executive Order, in whole or in part, certain employees, devices, or vehicles in their respective agencies that are engaged in or used for protective, law enforcement responsibilities or on the basis of other emergency conditions.

PROCEDURES

- 2.01 Each employee who completes a Vehicle Request Form will acknowledge by their signature that they will comply with this policy. (See also 3-021 *Motor Pool Services*.)

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- 2.02 A verbal warning will be given for an initial violation; a written reprimand will be placed in the employee's personnel file for a second offense.
- 2.03 A third offense may result in disciplinary action, including dismissal from university employment.
- 2.04 Any violations that result in property damage and/or accidental death may also result in personnel actions or separation from the university.

Approved: February 2010  
Revised: March 2014