Washington County School District
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Administrative Letter A113

Distracted Driving

Administrative Letter #113 Distracted Driving - Approved 08-08-2016; Revised 9-5-2025

DATE: August 8, 2016 (Revised 9-5-2025)

REGARDING: Distracted Driving

This letter defines the Washington County School District's (WCSD) position on the use of mobile devices while operating motor vehicles. It is the District's policy (7021.1) that individuals operating vehicles for activities and field trips are in compliance with state and federal labor law mandates. Pursuant to Utah Code 41-6A-1716, utilizing any communication device to write, send or read text or data through manual input while operating a motor vehicle is considered careless driving. The details of this letter extend to all personnel, including volunteers, who operate WCSD vehicles at any time, or who operate any vehicle on District property within the course of their employment.

DEFINITIONS

- Motor Vehicle:
  - A powered means of transport utilized on the open road to carry or convey people or goods.
    - Vehicles may include, but are not limited to, the following:
      - Cars, Trucks (including semi trucks and flatbed trucks), Suburbans, Vans, Buses, etc.
- Mobile Device
  - Any communication devices that are readily removable from the vehicle and are used to write, send, or read text or data through manual input.
    - Mobile devices may include, but are not limited to, the following:
      - Wireless telephone, Text messaging device, Gaming device, Laptop, etc.

GENERAL SAFETY

- WCSD personnel, including volunteers, are prohibited from writing, sending, or reading written communication from handheld mobile devices while operating motor vehicles in the course of their employment

- WCSD personnel, including volunteers, are prohibited from writing, sending, or reading written communication from handheld mobile devices while operating any motor vehicles on District property
- Personnel may utilize a handheld wireless communication device while operating a motor vehicle provided the following conditions are met:
    - The individual is utilizing hands-free, voice operated technology, or a system that is physically or electronically integrated into the motor vehicle
    - The individual must not physically manipulate the device at any time while the motor vehicle is in motion
        - Lookup phone numbers, access keypad, respond to text messages, etc.

When working within the course of employment, WCSD personnel who supervise students have a duty to ensure their safety. Failure to abide by or enforce these safety procedures may result in disciplinary action up to an including termination.

Superintendent Richard Holmes