



Agenda Item Summary Sheet

Item No: **E-5**
Meeting Date: **February 3, 2021**

Item Title: Updated Vehicle Use Policy

Item Summary:

Attached for Board review and approval is an updated Vehicle Use Policy.

The updated policy includes an additional paragraph entitled "Cell Phone Usage While Driving" as follows:

Cell Phone Usage While Driving

It is against the law in North Carolina to text or email while driving. However, to ensure the safety of our employees and other drivers, Town of Nags Head employees may not use cell phones (including hands free devices) or any other mobile electronic devices while operating a Town vehicle. This includes, but is not limited to, answering phone calls, engaging in phone conversations, reading or responding to emails and text messages. Emergency Services such as Police and Fire will follow best practices as outlined by their individual departments and state/federal guidelines.

Number of Attachments: 1

Specific Action Requested:

Provided for Board review and approval.

Submitted By: Human Resources Coordinator Stacey Reichler Date: January 28, 2021

Finance Officer Comment:

No unbudgeted costs associated with this agenda item.

Signature: Amy Miller Date: January 28, 2021

Town Attorney Comment:

N/A

Signature: John Leidy Date: January 28, 2021

Town Manager Comment and/or Recommendation:

I concur with staff.

Signature: Greg Sparks Date: January 28, 2021