

Appalachian Power Company Policy / Procedure No. 21:
Use of Mobile Electronic Devices (Attentive Driving)

1) Statement of policy:

Mobile Electronic Devices are essential communication tools. However, if not used properly, mobile electronic devices can distract employees from the task at hand. Workplace distractions can lead to employees losing focus and not keeping their eyes and mind on critical tasks such as driving and live line work. This procedure establishes when and to what degree Mobile Electronic Devices can be used in daily operations.

2) Discussion:

The use of a mobile electronic device can impede a driver's concentration when operating a motor vehicle. To reduce the risk that could result from distractions caused by driver use of mobile electronic devices, the following guidelines shall be followed.

Mobile Electronic Device	Guidelines – while vehicle is in operation
Cell Phone or mobile communication device	<ul style="list-style-type: none"> ▪ Texting prohibited ▪ Hand held use prohibited ▪ Hands-free voice communication permissible (unless prohibited by state, federal or local laws) ▪ Data input prohibited
Mobile Computer, laptop or tablet-style computing device	<ul style="list-style-type: none"> ▪ Data input prohibited
Company-installed MDC (Mobile Data Computer)	<ul style="list-style-type: none"> ▪ Passive GPS use is permissible ▪ If used for navigation, data input is prohibited while vehicle is in operation. ▪ If GPS is not being used, the lid must be closed ▪ Passenger use of the MDC is permissible
2-way Radios	<ul style="list-style-type: none"> ▪ Open radio communication is permissible ▪ Key pad entry for private radio calls while the vehicle is in operation is prohibited
GPS Navigation Device	<ul style="list-style-type: none"> ▪ Passive use permissible if device is cradled ▪ Data input prohibited while vehicle is in operation

Mobile electronic devices can also create a distraction for employees performing physical work. The following guidelines shall apply:

- Employees shall not carry a cell phone (company or personal) into the energized primary zone.
- Employees shall not allow mobile electronic device use to interrupt critical job site communications such as the job briefing.
- Individuals designated as a qualified observer shall not carry or use a cell phone while work on energized conductors is being performed. The qualified observer shall place their cell phone with the fire extinguisher, gloves and sleeves, and rubber blanket that are set off for emergency use.
- Employees working alone may carry a cell phone aloft for emergency use only.
- Limit mobile electronic device use on the job to breaks and lunchtime unless the communication is relevant to the work being performed.

Callers share the responsibility for minimizing distractions for employees who may be involved in a critical task.

- Consider calling the individual's office phone and leaving a message for non-critical communications.
- The caller should ask the receiving individual if they are in a safe position to talk, giving an idea regarding the criticality of the message. Accept the suggestion that they call you back if they can't talk at the moment.
- Keep conversations brief and to the point.
- Use alternative methods such as the mobile radio and Spectrum messaging for communications with field employees.

3) Definitions:

Mobile Electronic Device – A wireless telephone or other electronic device designed to receive and/or transmit voice or text, e-mail, or other data communication or to access the Internet or stored information, whether hand-held or hands-free, including but not limited to cellular telephones, smart phones, personal digital assistants, or laptop or tablet computers.

Hands-free Device – A device, either installed in a vehicle or separate from it, that allows the cell phone user to use the phone without holding the phone and having a minimal amount of interfacing with the phone.

Driving/Operation – The control of the movement of a vehicle. A vehicle is considered to be driven/in operation when its engine is running and it is not properly parked.

4) Attachments:

5) OSHA / Safety Manual References

Safety Manual:

G 1.42 Operators of motor vehicles shall remain focused on the task of driving and shall comply with the AEP policy on attentive driving. Reading or composing electronic mail, text, or similar messages is prohibited.

6) Date Adopted: October 4, 2006