Procedure	**Last Update:**
Development and Transportation Procedures Regarding Smoking	February 2014

References: County Policy Manual- Smoking Policy

Purpose: To establish procedures regarding smoking for the Development and Transportation Department.

A. Smoking in Vehicles and Equipment

1. Smoking shall not be permitted in any county owned vehicle/equipment. All vehicles and equipment shall be non-smoking unless they have been specifically exempted.

   The Division Directors may make vehicle/equipment exemptions. However, any vehicle transporting a non-smoking passenger shall be non-smoking and any vehicle shared with another employee who is a non-smoker, shall be non-smoking.

2. In the event of a vehicle breakdown or other unforeseen situation, a non-smoker may be assigned to a smoking vehicle on a temporary basis. This shall not be grounds to refuse the assignment. Smoking shall not be allowed in that vehicle until the non-smoker is reassigned.

B. Smoking at Shops and Facilities

The southeast patio at Central shall be a designated smoking area.

C. Smoking on County Work Sites/In the Field

1. There shall be no smoking within 25 feet of a non-smoker.

2. There shall be no smoking allowed by anyone performing flagging station duties.

3. Smoking is only permitted when on a hard surfaced area which extends at least 10’ in all directions.

D. Enforcement

1. Supervisors and Crew leaders shall ensure that these procedures are being followed.

2. Supervisors are under no obligation to accommodate smoking employees.

3. Violations of the policy shall be dealt with in a direct manner.

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