



A tobacco-free policy - ACRTA

Because we recognize the hazards caused by exposure to environmental tobacco smoke, as well as the life-threatening diseases linked to the use of all forms of tobacco, it shall be the policy of the Allen County Regional Transit Authority, effective January 1, 2017, to provide a tobacco-free environment for all employees, visitors and riders. This policy covers the smoking of any tobacco product and the use of oral tobacco products or “spit” tobacco as well as electronic cigarettes, and it applies to both employees and non-employee visitors of the Allen County Regional Transit Authority.

Definition

1. No use of tobacco products will be allowed within the facilities of the Allen County Regional Transit Authority at any time. This includes the indoor and outdoor premises.

The designated smoking area will be located at least 25 feet from the property line on all sides of the building based on the Federal Transit Authority regulations and guidelines. This policy includes the Administration Building, Terminal areas, garages, parking lots and all facilities owned by the Allen County Regional Transit Authority.

All materials used for smoking in the designated area, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers. Supervisors will ensure periodic cleanup of the designated smoking area. If the designated smoking area is not properly maintained (for example, if cigarette butts are found on the ground), it can be eliminated at the discretion of management or other decision-making body.

No use of tobacco products is permitted within the facilities or on the property of The Regional Transit Authority at any time.

2. No tobacco use in any company vehicle.

There will be no use of any form of tobacco in The Regional Transit Authority vehicles or buses at any time.

3. Breaks


Employees can use designated breaks and lunch times to leave The Regional Transit Authority property and partake in tobacco use if individual employees decide to do so. Tobacco breaks directly outside of buses between routes or during routes is prohibited.



Procedure

1. Employees will be informed of this policy through signs posted in the Allen County Regional Transit Authority facilities (both inside and outside) and vehicles, newsletters, inserts in pay envelopes, the policy manual, e-mail, and/or orientation and training provided by their supervisors.
2. Visitors will be informed of this policy through signs, and it will be further explained by staff as needed and as questions arise.
3. The Allen County Regional Transit Authority will help employees who want to quit tobacco by helping them access recommended cessation programs and materials.
4. Employees will receive an incentive in the form of \$500 bonus for maintaining a 1 year tobacco free lifestyle.
5. Any violations of this policy will be handled through the standard disciplinary procedure which is explained in the employee handbook.


ACRTA Board Chair


Executive Director

9-6-16
Date