

Distracted Driving Policy – Driver Acknowledgment

Distracted Driving Policy

As employees of _____, we must embrace safe driving practices and hold ourselves to a high safety standard while driving or riding in motor vehicles. This policy addresses vehicle safety as it applies to distracted driving.

Of increasing concern to safety advocates and law enforcement is the proliferation of mobile electronic devices. Numerous studies have demonstrated that the use of cell phones and other wireless devices while driving poses a significant safety risk to motorists, their passengers and others on the road. Researchers have also found that hands-free devices do not necessarily reduce this risk because they do not reduce the cognitive distraction associated with a cell phone conversation.

Therefore: Employees may not use cell phones (including hands-free) or any other mobile electronic devices while operating a motor vehicle.

- This policy applies when you are driving any vehicle owned, leased or rented by the organization, whether for official business or personal use.
- This policy applies to any family member authorized to drive a vehicle owned, leased or rented by the organization.
- This policy also applies to the use of any mobile electronic device provided by the organization while you are driving your own vehicle on personal business.

The activities covered under this policy include, but are not limited to, answering or making phone calls, engaging in phone conversations, reading or responding to e-mails and text messages, adjusting a Global Positioning System (GPS) and accessing the internet.

In addition, this policy requires that you:

- Modify your voice mail greeting to indicate that you are unavailable to answer calls or return messages while driving.
- Inform clients, associates and business partners that company policy does not permit you to place or return calls while you are driving.

Prohibitions on use of cell phones while driving do not apply to calls made to report an emergency. In such cases, all precautions should be taken to protect your safety and that of fellow motorists.

- If a call must be made or received while you are on the road, pull over to a safe place and park the vehicle.

- If you must adjust a Global Positioning System (GPS) or other navigation device while you are on the road, pull over to a safe place and park the vehicle.
- Turn off, or set to silent or vibrate, mobile phones or other electronic communications before starting the car.

Our organization is concerned about the safety and well-being of its employees and society as a whole. It is important that we serve as role models, and display safe behavior on the roads at all times. We are holding our employees to the highest standard of safety. Violations of this policy will be considered serious, and may result in discipline up to and including termination. Your signature below attests that says you have read and fully understand this policy. If you have any questions, contact your supervisor.

I, _____, have read and understand the Distracted Driving Policy established by _____. I agree to abide by the provisions of this policy. I understand that violation of this policy will result in disciplinary action, up to and including termination of employment.

Driver Signature

Supervisor Signature

Date

Date