

[Company Name] distracted driving policy

Please read the Distracted driving policy, sign and return to your supervisor.

In order to increase employee safety and eliminate unnecessary risks while operating motor vehicles, **[Company Name]** has enacted a Distracted driving policy, effective [Date]. We are committed to stopping distracted driving, and have created the following rules.

- Company employees may not use a hand-held cell device while operating a vehicle. This includes the use of hand-free interfaces (such as Bluetooth) while the vehicle is in use, including when the vehicle is in motion or stopped at a traffic light. This includes, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, tweets and text messages or any other form of communication.
- This policy applies to all employees when any of the following five conditions apply:
 - operating a company vehicle
 - operating a personal vehicle on company business
 - driving on company property
 - using a cell phone supplied by the company
 - using a personal phone for company business
- If company employees need to use their phones, they must pull over safely to the side of the road or another safe location.
- Additionally, company employees are required to:
 - Put cell phone on silent or do not disturb before starting the car.
 - Consider modifying voice mail greetings to indicate that they are unavailable to answer calls or return messages while driving.
 - Inform clients, associates and business partners of this policy as an explanation of why calls may not be returned immediately.
- Failure to comply with this policy may result in [insert company consequences for failing to follow policy].

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I acknowledge that I have received a written copy of the Distracted driving policy, that I fully understand the terms of this policy, that I agree to abide by these terms, and that I am willing to accept the consequences of failing to follow the policy.

Employee signature

Date

Employee name (printed)

