

SAMPLE DISTRACTED DRIVING POLICY

Of increasing concern to (company name) is the proliferation of mobile electronics. Numerous studies have demonstrated how the use of cell phones and other wireless devices while driving pose a significant safety risk to motorists, their passengers and others on the road. In fact, scientific studies have shown that cell phone use while driving increases the risk of being in a crash 4 to 5 times.

Studies have compared the risk of slower reaction times caused by cell phone use to those of driving with a blood alcohol concentration of .08, which would constitute a drunk driving violation in all 50 states. Researchers have also found that hands-free devices do not remove this risk because they do not reduce the distraction associated with a cell phone conversation. Studies show that the level of attention blindness during a cell phone conversation is the same with hand-held and hands-free devices.

Therefore: When driving on personal time or company business, (company name) employees may not use cell phones (including hands free) or any other mobile electronic devices while operating a motor vehicle. This includes, but is 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.

These restrictions do not apply to calls made to report an emergency. In all such cases, all cautionary measures should be practiced.

Furthermore, (company name) employees are required to:

- Consider turning off, putting on silent or vibrate wireless phones or other devices before starting the car.
- Pull over to a safe place and put the vehicle in "Park" if a call must be made or received while on the road.
- Consider modifying your voice mail greeting to indicate that you are unavailable to answer calls or return messages while driving.
- Inform clients, associates and business partners of this (company name) policy as an explanation of why calls may not be returned immediately.
- Pull over to a safe place and put the vehicle in "Park" to make adjustments to a Global Positioning System (GPS) or other navigation devices.

In conclusion: (company name) is concerned about the safety and well-being of its employees. This is so important that violations of this policy will be considered serious and may result in the imposition of discipline up to and including termination. Attached is a Statement of Acknowledgement that says you have read and fully understand (company name's) policy. Please sign it and return it to your supervisor by (date). If you have any questions regarding this policy please contact your supervisor.

MOTOR VEHICLE SAFETY POLICY ACKNOWLEDGEMENT

I have received a written copy of (company name's) Motor Vehicle Safety policy. I fully understand the terms of this policy and agree to abide by them.

Employee Signature

Date

Employee Name (printed)

Please sign and return to your supervisor.