

## **[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 behind the wheel, [Company Name] has enacted a Distracted Driving Policy, effective [Date]. We are committed to ending the epidemic of distracted driving, and have created the following rules, which apply to:

- any employee operating a company vehicle
- any employee operating a personal vehicle for company business
  - Company employees may not use a hand-held cell phone while operating a vehicle – whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, and text messages.
  - 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:
    - Turn cell phones off or put them on silent or vibrate before starting the car.
    - Consider modifying voice mail greetings to indicate that you 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.
- [Company consequences for failing to follow policy]

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.

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Employee Signature

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Date

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Employee Name (printed)