

# POLICY

# Distracted Driving Policy

Location:  
Effective Date:  
Revision Number: 1

## Purpose

Please read, sign and return the Distracted Driving Policy 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 . 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 or using a company-issued cellphone while operating a personal vehicle:

- Company employees may not use a hand-held cellphone 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 safely pull over to the side of the road or another location.
- Additionally, company employees are required to do the following:
  - Turn cellphones off or put them on silent or vibrate before starting the vehicle.
  - Consider modifying voicemail 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.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (printed)

Prepared by Huckaby & Associates

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