Distracted Driving Policy

Distracted driving crashes pose a serious and expensive risk to our employees, their families, the neighborhoods where we work and live, as well as our company. To protect our employees and to reduce organizational risks, we have developed this program to eliminate distracted driving by our employees. We take this responsibility seriously and value it equally with our other business objectives.

Some examples of actions which may divert your attention from driving are reading while driving, use of remote internet equipment such as personal digital assistants, wireless e-mail, or smart phones, personal grooming, using cell phones, pagers or beepers, and looking at GPS or paper maps for directions.

Employees may not engage in any of these activities while driving. Employees may not use cell phones (including hands-free) or any 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, surfing the web, or text messages, and adjusting a Global Positioning System (GPS). These restrictions do not apply to calls made to report an emergency.

Reason: 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.

Furthermore, 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 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 addition, employees should not engage in other distracting activities such as: personal grooming, taking notes, or looking at paper maps.

In conclusion, the organization is concerned about the safety and well-being of its employees and the communities in which we work and live. This is so important that violations of this policy will be considered serious and may result in disciplinary action up to and including termination. Attached is a Statement of Acknowledgement that says you have
read and fully understand the company’s policy. Please sign it and return it to Human Resources. If you have any questions regarding this policy, please contact your supervisor.

**Remember:** While driving on personal or company business always keep your "eyes on the road, hands on the wheel and your mind on the task of driving".
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)