

SAMPLE DISTRACTED DRIVING POLICY

At <insert company name>, (the “Company”) we value the safety and wellbeing of all employees and are committed to ensuring a safe working environment. Motorists encounter numerous potential on-road and in-vehicle distractions which may pose a threat to traffic safety. These distractions can range from an eye-catching billboard to a variable messaging sign to a pedestrian or cyclist on or near the road. A distraction is anything that causes a driver to take his or her eyes off the road, mind off the driving task and/or hands off the steering wheel. It is up to the driver to avoid and mitigate against distractions when behind the wheel.”

Studies show that the use of electronic devices and related technology is the most frequent and often most dangerous distraction in the cab of motor vehicles. In recognition of this fact, the Federal Motor Carrier Safety Administration (FMCSA) adopted a rule prohibiting commercial motor vehicle drivers from texting* while driving. The rule provides for significant penalties for violations, ranging from a fine up to \$2,750 for drivers who violate the rule, and up to \$11,000 for employers who allow or require drivers to use a hand-held device for texting while driving. In addition, many states and local jurisdictions also prohibit drivers from hand-held use of a mobile device while the vehicle is moving.

To assist in minimizing distractions and ensure compliance with federal and state laws governing the use of hand-held devices in a moving vehicle, the Company prohibits the illegal use of handheld devices or electronic devices, including for texting while driving. Further, the company encourages drivers to limit hands-free use while driving. To limit hands-free use, the Company asks drivers to:

- *Wear a headset and place any mobile device in a docking station.*
- *Except in emergencies, avoid initiating calls while driving.*
- *If drivers must place or receive a call while driving, use the voice activation or single button activation feature.*
- *If someone calls you while driving, answer and ask them if you can call them back when you are safely parked.*
- *Pull over to a safe and legal place out of traffic lanes and put the vehicle in “Park” to make or return a call or respond to a text. Avoid stopping on the shoulder or roadways. It is safer to find an appropriate parking spot off the travelled portion of a roadway before making a call*
- *Program any GPS, music device, or dashboard/voice infotainment system prior to entering traffic. If adjustments are needed while driving, pull over to a safe place out of traffic lanes and put the vehicle in “Park” to make the appropriate adjustment.*

The Company is committed to keeping our employees and the motoring public safe. Violations of this policy may result in disciplinary action, up to and including termination. *The Company suggests that you Inform clients, associates, family, and friends of this company policy to make them aware of why you may not be able to answer or return calls, texts or emails immediately.*

Your signature below certifies your agreement to comply with this policy.

Employee Signature

Date

* FMCSA defines texting as manually entering alphanumeric text into, or reading text from, an electronic device. This includes, but is not limited to **short message service, e-mailing, instant messaging, a command or request to access a Web page, or pressing more than a single button to initiate or terminate a voice communication using a mobile phone or engaging in any other form of electronic text retrieval.**