

# Sample Policy

## Cell Phones and Company Driving

Distracted driving is a major cause of vehicle crashes and incidents.

Distractions take both the eyes and the driver's concentration off of the road.

Distractions can consist of cellular phones, eating or drinking, grooming or talking with passengers.

Distraction is also caused when the driver is operating a vehicle they're unfamiliar with.

Cellular phone use has grown substantially in the last five years, and is popular now with all drivers.

However, cellular phone use while driving should be kept to a minimum.

Drivers need to be aware when the use of the cellular phone is creating a distraction from safe driving and adjust their usage accordingly, including pulling off the road to continue the conversation.

Whenever possible, drivers should complete calls while the vehicle is parked or use the phone in a "hands free" mode via a headset or speaker.

While driving, attention to the road and safety should always take precedence over conducting business on the phone.

Employee Name Printed \_\_\_\_\_

Employee Name Signed \_\_\_\_\_

Date of Vehicle Issue \_\_\_\_\_

Supervisor Signature \_\_\_\_\_