**Distracted Driving Policy**

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 or using a company-issued cell phone while operating a personal vehicle:

* Employees may not use a hand-held cell phone while operating a vehicle – whether the vehicle is in motion or stopped at a stop sign or 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 employees need to use their phones, they must pull over safely to the side of the road or another safe location.
* Additionally, 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.

Following the Distracted Driving Policy is considered a condition of employment with [Company Name]. Failure to abide by this stated policy will be considered a breach of that condition of employment and subject the person in violation to disciplinary action, including suspension and possible termination.

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 Date

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Employee Name (printed)