## CELL PHONE USE WHILE DRIVING POLICY

This policy will outline the rules and regulations surrounding the use of company vehicles as well as safe driving guidelines, specifically with regards to cell phone use, that employees who drive on behalf of the organization must adhere to at all times.

At [Organization Name] safety is our number one priority. Driving a motor vehicle, while a common and necessary task, is a dangerous activity that must be undertaken with all possible safety precautions in place. Employers and employees of [Organization Name] must work together to protect the safety of those who drive on behalf of our organization as well as that of fellow motorists and members of the public.

DEFINITIONS

“Company Vehicle”: refers to any vehicle owned by [Organization Name] provided for use to authorized employees.

POLICY

The cell phone use while driving policy has been put into place to protect [Organization Name], those who drive on behalf of our company, as well as members of the general public.

This policy must be followed in its entirety, at all times by anyone driving on behalf of the organization, whether in a company-owned vehicle or a personally owned vehicle being used for business purposes. This cannot be stated clearly enough.

Only employees who have been authorized by management to drive on behalf of the company may do so. If you have been provided with permission to drive on behalf of the organization, this privilege may be revoked at management’s discretion.

Safe Driving

Employees must ensure they operate all company vehicles in a safe manner at all times according to the law and our policies. [Organization Name] **does not permit the use of cellular telephones in any capacity or for any reason while driving.**

Dangerous Distracted Driving and Illegal Driving Practices

[Organization Name] will not tolerate any type of dangerous or careless distracted driving including but not limited to:

* Purposely breaking laws such as texting while driving; and
* Operating cell phones or other hand-held devices such as GPS devices or computers while driving or at a traffic stop.
  + If you need to make a call, send a text, check a message, or look for directions on your map app, you must pull over to a safe location in order to do so.

Distracted Driving

Being distracted while driving is dangerous yet preventable. The smallest distraction can lead to a driving error that could have negative consequences. Drivers are advised to exercise caution when driving.

In addition, drivers should not take their focus off the road to focus on things such as phone calls, text messages or anything of the like. If you could be distracted by a task, you must pull over to complete it.

Photography

Employees are not permitted to take pictures of themselves driving or the landscape around them when operating a vehicle. This also includes posting pictures or status updates while driving on any form of social media.

Reporting Violations

If any employee of [Organization Name] has any concerns whatsoever about the use of cellphones while driving, or about the ability of any employee to safely operate a vehicle, they have a responsibility to bring this to the attention of management or a safety representative immediately. This includes their own abilities or the abilities of another driver.

Disciplinary Action

Breaches of this policy may result in corrective action up to and including termination of employment, or legal action where applicable. [Organization Name] will cooperate fully with the authorities where a breach of the law has occurred or is suspected to have occurred.

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have read and understood the Cell Phone Use While Driving Policy of [Organization Name].

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_