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## Distracted Driving Policy – Sample

To protect our employees and to reduce risk to the Organization, employees should avoid distracted driving at all costs. According to the [CDC](#), there are three main types of distraction:

- **Visual:** taking your eyes off the road
- **Manual:** taking your hands off the wheel
- **Cognitive:** taking your mind off driving

Texting can be considered one of the most dangerous forms of distracted driving because it combines visual, manual and cognitive distractions. Other forms of distractions while driving include, setting/adjusting navigation systems, talking other passengers, adjusting the radio, eating or drinking and taking/placing phone calls.

Under no circumstances shall employees read email, text, or browse the web while driving.

Employees are highly encouraged to safely pull over before taking or placing phone calls. When it is not possible to do so, employees are required to use hands-free phone call options. This restriction does not apply to calls made to report an emergency.

### When taking/placing a hands-free call while driving:

- Become familiar with hands-free technology available prior to getting behind the wheel
- Always consider driving conditions prior to taking/placing a phone call
- Use voice activated caller ID – not all calls need to be answered
- When appropriate, ask passengers to take/place calls for you
- Never take notes or attempt to look up a phone number or directions while driving
- Inform the person you're speaking with that you are driving, and that you may need to abruptly end the conversation – if they are driving, let them know the same
- Avoid making highly emotional or stressful calls
- If a call warrants your full attention, pull into a safe location and park
- Keep phone calls brief

Violations of this policy will be handled through normal disciplinary process. Upon reading and acknowledging the guidelines in this policy, sign the Statement of Acknowledgement and deliver to the Human Resources Department. Direct questions to your supervisor.

### Motor Vehicle Safety Policy Acknowledgement

I have received a copy of the Organization's Distracted Driving Policy. I've read and fully understand the terms of this policy and agree to abide by them.

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Employee Signature

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Date

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Employee Name (printed)

Our safety evaluations, reports and recommendations are made solely to assist your organization in reducing hazards and the potential of hazards and accidents. These recommendations were developed from conditions observed and information provided at the time of our visit. They do not attempt to identify every possible loss potential, hazard or risk, nor do they guarantee that workplace accidents will be prevented. These safety evaluations, reports and recommendations are not a substitute for ongoing, well-researched internal safety and risk management programs. This report does not warrant that the property inspected and its operations are compliant with any law, rule or regulation.