

## Distracted Driving

Our company has a vital interest in maintaining a safe, healthy, and efficient working environment for its employees. This includes a safe and appropriate environment while traveling on company business.

Distracted driving is a serious safety risk, not only to the driver, but also to other occupants in the vehicle, other vehicles on the road and pedestrians. Driver inattention is a factor in most motor vehicle accidents. We are not only concerned about your welfare as a valued employee, but also the welfare of others who could be put in harm's way by inattentive driving.

You cannot drive safely unless the task of driving has your full attention. Any non-driving activity you engage in is a potential distraction and increases your risk of crashing. Many countries, states and localities have prohibited the use of mobile phones and handheld devices while driving.

### Cell Phone and Other Electronic Devices

For these reasons, drivers may not use mobile handheld devices to place calls or read from handheld devices when operating a company vehicle, a vehicle leased or rented to our company, or a personal vehicle while on company business. This includes the use of cell phones, pagers, palm pilots, and other communication devices.


Our company also requires you to do the following with your electronic and handheld devices while you are driving a vehicle on company business:

- Use voicemail to manage your calls. Even hands-free use of cell phones is prohibited.
- Pull off the road to a safe location and stop the vehicle before listening to voicemails, returning a call, or reading from such devices.
- Inform regular callers of the best time to reach you based on your driving schedule.
- Utilize **Do Not Disturb** settings on your cell phone.

**Note:** The only exception to this policy is for calls placed to 9-1-1. If placing an emergency call, keep the call short and use hands free options, if available. When receiving an emergency call, ask the caller to hold briefly until you can safely pull your vehicle off the road. Dispatchers and managers should refrain from making non-emergency calls to employees while they are operating a motor vehicle.

### Distracted Driving General Policies

To reduce the risks associated with distracted driving, certain conduct is prohibited while driving a company vehicle, a vehicle leased or rented to our company, or a personal vehicle while on company business, including, but not limited to:

- Operating laptops, tablets, portable media devices, and GPS devices (audio directed GPS permitted).
  - Reading maps or any type of document, printed or electronic.
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- Using poor judgment when road conditions are poor. Try to limit or avoid exposure to rain, snow or other severe weather conditions that may threaten your safety.
- Allowing distractions such as eating, using navigation systems, applying makeup, paying too much attention to the radio, passenger distractions or other distracting behaviors that take your hands off the wheel or your eyes off the road.
- Driving if your ability to drive safely is impaired due to use of alcohol, illegal or prescribed drugs, marijuana use, illness, fatigue, or injury. Impairment can even mean not having your prescription glasses available.

You must pull over safely to the side of the road or another safe location before checking messages, returning calls, texting messaging, emailing, reading maps for directions, or programming/resetting GPS devices. Always buckle up and keep your eyes on the road and your hands on the wheel.

Please note that our company is not responsible for any moving traffic violations, parking tickets or violations of any other city ordinances or state and federal laws while you are operating a company-owned vehicle, leased or rented vehicle, or your personal motor vehicle. Any tickets issued are the employee's responsibility, even if the ticket is issued while you are conducting business for our company.

A violation of this policy will subject the employee to disciplinary action up to and including 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 this policy.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### DISCLAIMER

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