**SAMPLE Wording for ATTENTIVE DRIVING POLICY**

VERSION #1: hands-free allowed

**Attentive Driving and Workplace Safety**

In order to increase employee safety and eliminate unnecessary risks behind the wheel, [Company Name] has enacted an Attentive Driving Policy, effective [Date]. A safe work environment is our top priority and your shared responsibility. State law and company policy prohibits texting, emailing or otherwise engaging in written communication or web access while a vehicle is in motion.

The following rules apply to all employees operating a company vehicle of any type and/or a personal vehicle for company purposes:

* Company employees may not use hand-held electronic devices (such as mp3 players, GPS units, cell phones or smart phones) while operating a vehicle – except to the extent such device can be used in **hands-free mode.**
* The use of hands-free devices while driving on company business should be limited to ensure the activity does not cause distraction.
* Limit participation in any activities that could distract you while driving on company business.
* If company employees need to use hand-held devices, they must pull over safely to the side of the road or another safe location.
* Additionally, employees are required to follow these basics:
  + Comply with all applicable federal, state, and local laws while operating vehicles on company business.
  + Use a seat belt at all times while in a moving vehicle used for company business, whether driver or passenger.
  + Program information into a navigation system before starting to drive, if such a system is being used in the vehicle.
  + Promptly report any accidents while driving on company business to local law enforcement and your supervisor.

Good practices to consider:

* + Enter destination information into GPS unit and 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.

**Employees violating any part of this policy are subject 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 the policy.

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Employee Name (printed) Supervisor Signature

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Employee Signature Date

**SAMPLE Wording for ATTENTIVE DRIVING POLICY**

VERSION #2: ZERO use allowed

**Attentive Driving and Workplace Safety**

In order to increase employee safety and eliminate unnecessary risks behind the wheel, [Company Name] has enacted an Attentive Driving Policy, effective [Date]. A safe work environment is our top priority and your shared responsibility. State law and company policy prohibits texting, emailing or otherwise engaging in written communication or web access while a vehicle is in motion.

The following rules apply to all employees operating a company vehicle of any type and/or a personal vehicle for company purposes:

* Company employees may not use personal electronic devices (such as mp3 players, GPS units, cell phones or smart phones) for any reason while operating a vehicle – whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, entering a destination location, and reading or responding to emails, instant messages, and text messages.
* Phone use with hands-free or phone memory dialing feature does not constitute safe use of these devices. Any use of personal electronic devices while driving on company business is prohibited.
* If company employees need to use their phones, they must pull over safely to the side of the road or another safe location.
* Limit participation in any activities that could distract you while driving on company business.
* Additionally, employees are required to follow these basics:
  + Comply with all applicable federal, state, and local laws while operating vehicles on company business.
  + Use a seat belt at all times while in a moving vehicle used for company business, whether driver or passenger.
  + Program information into a navigation system before starting to drive, if such a system is being used in the vehicle.
  + Promptly report any accidents while driving on company business to local law enforcement and your supervisor.

Good practices to consider:

* + 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.

**Employees violating any part of this policy are subject 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 the policy.

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Employee Name (printed) Supervisor Signature

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Employee Signature Date