

Distracted Driving Policy

_____ is committed to maintaining a safe, healthy, and efficient work environment, including safety while traveling on company business. Distracted driving poses a serious risk not only to the driver, but also to passengers, other vehicles, and pedestrians.

To reduce these risks, the following conduct is prohibited while driving a company-owned vehicle or a personal vehicle on company business:

- Using cell phones (including hands-free)
- Operating laptops, tablets, portable media devices, or GPS devices
- Reading maps or any printed or electronic documents

Drivers must pull over safely to the side of the road or another safe location before checking messages, returning calls, texting, emailing, reading maps for directions, or programming or resetting GPS devices.

Violations of this policy will subject the employee to disciplinary action, up to and including termination.

I acknowledge that I have received a copy of the Distracted Driving Policy, understand its terms, agree to abide by them, and accept the consequences of failing to follow this policy.

Employee signature: _____ Date: _____

Employee name (printed): _____