Sample Policy

Recommended Usage

This policy can serve as a model for your organization's policy. You can expand the policy language to include additional scenarios relevant to your organization's needs, such as volunteers, drivers transporting people on behalf of your organization, driving on company property, etc. Although you may choose to edit the enforcement and disciplinary terms, the inclusion of specific terms strengthens compliance with a policy. It's recommended that your legal team review your final policy language.

We deeply value the safety and well-being of all employees. Due to the increasing number of accidents resulting from the use of cell phones while driving, we are instituting a new policy.

1. Employees are not permitted to use a cell phone, either handheld or hands-free, while operating a motor vehicle on company business and/or on company time.
2. Employees are not permitted to read or respond to e-mails or text messages while operating a motor vehicle on company business and/or on company time.
3. This policy also applies to use of PDAs.
4. While driving, calls cannot be answered and must be directed to voice mail.
5. If an employee must make an emergency call (911), the vehicle should first be parked in a safe location.

Employees will be given two warnings. The third time an employee is found to be in violation of this policy, it is grounds for immediate dismissal.

Your signature below certifies your agreement to comply with this policy.

_____ _____

Employee Signature Date

Disclaimer: Although the informtion and recommendations contained in this publication have been compiled from sources believed to be reliable, the National Safety Council makes no guarantee as to, and assumes no responsibility for, the correctness, sufficiency or completeness of such information or recommendations. Other or additonal safety measures may be required under particular circumstances. Visit *distracteddriving.nsc.org* for the latest material and updated content for the Cell Phone Policy Kit.

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