Sample Pocket Policy Card

Recommended Usage

The following pocket policy card is a useful reminder of your policy. It can be copied and laminated for distribution to employees. If your organization maintains a fleet of vehicles for employee use, you may want to post this in the vehicles.

The card below has sample language coordinating with the sample policies in this kit. If your company's policy differs from our samples, make sure your pocket card reflects the language in your company's policy.

Front

Cell Phone Use While Driving Policy

Employees may not use cell phones or PDAs while operating a motor vehicle. This includes, but is not limited to:

- Answering or making phone calls.
- Engaging in phone conversations.
- Reading or responding to e-mails and text messages.
- Accessing the Internet.

In an emergency, drive to a safe location, pull over, and put the vehicle in "Park" before calling to report an emergency.

Back

Safe Driving Suggestions

- Put cell phones or PDAs on vibrate or silent mode, or turn the device off, before starting the car.
- Pull over to a safe place and put the vehicle in "Park" if a call must be made or received, or to make adjustments to a Global Positioning System (GPS).
- Modify your voice mail greeting to indicate you are unavailable to answer calls or return messages while driving.
- Inform clients, associates and business partners of company policy to explain why calls may not be returned immediately.

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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