

**SAMPLE EMPLOYER POLICY ON  
DISTRACTED DRIVING**

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**[Company Name] Distracted Driving Policy**

**Please read the Distracted Driving Policy, sign and return to your supervisor.**

In order to increase employee safety and eliminate unnecessary risks behind the wheel, [Company Name] has enacted a Distracted Driving Policy, effective [Date]. We are committed to ending the epidemic of distracted driving, and have created the following rules, which apply to any employee operating a company vehicle or using a company-issued cell phone while operating a personal vehicle:

- Company employees may not use a hand-held cell phone 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, and reading or responding to emails, instant messages, and text messages.
- If company employees need to use their phones, they must pull over safely to the side of the road or another safe location.
- Additionally, company employees are required to:
  - 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.
- [Company consequences for failing to follow policy]

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.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (printed)

**REVISED  
SAMPLE EMPLOYER POLICY ON  
DISTRACTED DRIVING**

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## **Distracted Driving Policy**

**Please read the Distracted Driving Policy, sign and return to your supervisor.**

In order to increase employee safety and that of others on the road as well as to eliminate unnecessary risks behind the wheel, we have enacted a Distracted Driving Policy. The following rules apply to any employee operating a company vehicle or using a cell phone while operating a personal vehicle on Company business:

- **Company employees may not use a hand-held cell phone or other hand-held electronic communication device 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, and reading or responding to emails, instant messages, and text messages. ALTERNATIVE LANGUAGE - If an employee who is operating a vehicle, whether it is in motion or stopped at a light, receives a call on a hand held cell phone, the employee may answer, but shall ask if he or she may return the call once the vehicle is stopped. Employees may not make phone calls, engage in phone conversation, read or respond to emails, instant messages and text messages while operating a vehicle on Company business.**
- If company employees need to utilize these communication devices, they must safely pull over and stop at the side of the road or another safe location.
- Additionally, company employees are required to:
  - Turn hand-held 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.
- Consequences for failure to abide by this policy may include warning, suspension or 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 Signature

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Date

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Employee Name (printed)