**\_**

**DISTRACTED DRIVING POLICY**

In order to increase employee safety and eliminate unnecessary risks behind the wheel, [COMPANY NAME] has enacted a Distracted Driving Policy. 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:

* Employees are prohibited from using all data services on their wireless devices, such as texting, emailing, or accessing the mobile web while driving.
* Employees are required to use hands-free technology for phone calls when such technology is available.
* If employees need to use any data services on their phones, they must pull over safely to the side of the road or another safe location.

Violations of this policy will be subject to the highest forms of discipline, up to and including termination.

Employee Name (printed) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Witness Signature