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National Distracted Driving Coalition



Communication Devices Workplace Policy for Employers No Touch

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[Company Name] Policy on Electronic Communication Devices & Driving

While driving for [Company Name] work-related purposes, an employee's primary responsibility is driving safely and maintaining [Company Name]'s good reputation with the public and within our community.

[Company Name] prohibits against engaging in any activity that distracts an employee while driving. A driver's primary responsibility is to pay attention to the driving task and avoid activities that could lead to a collision, particularly those involving injuries or death. Electronic communication devices are business tools and should be used responsibly, always keeping in mind the employee's primary function is the safe operation of the motor vehicle.

As part of our overall health and safety policy, [Company Name] is committed to reducing the risks our employees face and create when driving for work. We expect all our employees to abide by the policy, whether they use a company, personal or rental vehicle.

Employees must not use cellular phones or smart phones (including text messaging, internet access, and email); hands-free cellular phone devices; handheld computers; Personal Digital Assistants; or tablets such as iPads; or other communication devices in the following situations:

- For business or personal use while driving a Company vehicle or Company-rented vehicle at any time, including during non-working hours.
- For business or personal use while driving a personal vehicle for business purposes.
- For business use while driving a personal vehicle during non-working hours.

This ban on cell phone usage also applies to all standalone GPS devices as well as GPS programs located on a cellular device except in specific situations. The GPS navigation device and/or the navigation capabilities of a cell phone or smart device can only be used if there is a hard mount to the windshield, or the mount used affixes the unit to a level at least as high as the top of the dash. Of course, employers should determine whether windshield-mounting laws in their state are consistent with this policy and adapt it as necessary to comply with state requirements. In addition:

- The GPS navigation application/feature includes verbal (voice) directions and not just a visible map.
- The device is located close to the sightlines of the forward roadway without obstructing these sightlines.



- The driver inputs the destination before leaving the parking spot. The driver is never allowed to manually input a destination via test entry or make any type of manual adjustment (e.g., light, volume) while on the roadway or otherwise operating the vehicle in any way, including when stopped at a red light.

Passengers in a vehicle may receive or place a cellular call if it does not cause a distraction to the employee. Employees desiring to receive or place phone calls while driving a company, personal or rental vehicle for business purposes must pull over and come to a complete stop in a safe place off the roadway or in a parking lot. This ban also applies to answering a cellular call while pulling over to stop; the vehicle must be in park before using the phone. The employee must place the vehicle in park for any cellular phone use. This ban also means an employee should not use a cellular phone for business conversations even if in a personal vehicle on personal time.

It is important for senior leaders and managers to create a culture that encourages all employees to use safe driving and cell phone practices. This includes modeling how to comply with the practices - even if senior leaders and managers are not in a driving role. It also includes senior leaders and managers discussing the organization's cell phone use policy and clarifying that promptly responding to business inquiries is important, but the safety of employees always takes precedence.

All employees must:

- Lead by example by refraining from talking, manually texting, or watching video images on a handheld device while driving, and by not allowing other distractions to impair their attention to the driving task.
- Encourage and reinforce the development of a distraction-free driving culture across the organization.
- Not expect staff to answer calls or texts when they are driving.
- Not pressure employees to use a phone or other device while behind the wheel.
- Understand their responsibilities to not use any handheld communication device while driving.
- Switch phones or other communication devices to silent before each trip and set them to send incoming calls to voice mail or allow a passenger to use the phone as long as the passenger's conversation does not become a distraction.
- Plan journeys that include rest stops to check messages and return calls.
- Comply with this policy in team meetings and employee appraisals and conduct periodic checks to ensure employees are following this policy.



- Follow company monitoring, reporting and investigation procedures to improve our future road safety performance.
- Challenge unsafe attitudes and behaviors and encourage staff to drive safely.

Employees who drive for work must:

- Never use a handheld electronic communication device while driving.
- Plan trips so they include rest stops when messages can be checked, and calls returned.
- Switch their phones or electronic communication devices to silent before each trip and set them to send incoming calls to voice mail or allow a passenger to use the phone as long as the passenger's conversation does not become a distraction.
- Cooperate with monitoring, reporting and investigation procedures.

If an employee has a question regarding which devices this Policy applies to or how this Policy applies to any individual employee, it is the employee's responsibility to ask a supervisor. These restrictions do not apply to cellular phone calls made to report an emergency, such as calling 911, or CB radio in company vehicles.

Any witnessed cellular phone violations of this Policy must be reported to HR as soon as possible, including the place and time of the incident. All employees, supervisors, and managers are responsible for employees' adherence to this Policy. The appropriate supervisor will investigate to confirm the reported violation. Confirmation of the violation will be based on the credibility of the reported violation and/or the employee's cellular phone records. The employee may be required to produce logs of cellular calls and/or text or data records for the date in question, which includes allowing the supervisor to review these records online with the employee. Failure to produce all records in the proper format will result in confirmation of the reported violation based solely upon the report of the violation.

Employee Attestation

I have received and reviewed a copy of the Distracted Driving Policy. I understand the terms of this policy and agree to abide by them. I understand that failure to abide by this policy may result in disciplinary action against me, up to and including termination.

Employee Signature

Date

Employee Name (printed)