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National Distracted Driving Coalition



Communication Devices Workplace Policy for Transportation Employers One-Touch

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[Company Name] Policy on Electronic Communication Devices & Driving

While driving on [Company Name] business, an employee's primary responsibility is driving safely and maintaining strict compliance with the rules established by the Federal Motor Carrier Safety Administration (FMCSA) limiting the use of wireless communication devices.

[Company Name] prohibits 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 crash or worse. Electronic communication devices are business tools and should be used wisely. It is important that they 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 handheld cellular phones or smart phones (including text messaging, internet access, and email); handheld computers; Personal Digital Assistants; tablets such as iPads; or other handheld communication device in the following situations:

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

This handheld policy restricts a driver from reaching for or holding a mobile phone to conduct a voice communication, as well as from dialing by pressing more than a single button. Drivers who use a mobile phone while driving can only operate a hands-free phone located in close proximity. In short, the policy prohibits unsafely reaching for a device, holding a mobile phone, or pressing multiple buttons.

How can drivers use a mobile phone and still obey the rules?

- Locate the mobile phone so it is operable by the driver while restrained by properly adjusted safety belts.
- Utilize the speaker phone function.
- Use voice-activated or one-button touch features to initiate, answer, or terminate a call.



This ban on handheld cell phone usage also applies to all standalone GPS devices as well as GPS programs located on a cellular device except in certain 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 that is 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 to comply with necessary to 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 text entry or manually make any type of adjustment (e.g., light, volume) while on the roadway or otherwise operating the vehicle in any way (including when stopped at a red light).

Texting on a handheld cell phone is strictly forbidden while driving, even if stopped at a red light. Texting includes manually entering letters, numbers or symbols, or reading messages on an electronic device. This includes, but is not limited to, sending, or receiving photos and videos, short message service (SMS), e-mailing, instant messaging, a command or request to access a Web page, and pressing more than a single button to initiate or terminate a voice communication using a mobile phone.

When using voice commands or dictation, drivers need to be aware of the specific driving situation and avoid engaging in these tasks in complex or busy driving scenarios.

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, although promptly responding to business inquiries is important, the safety of employees always takes precedence.

All employees must:

- Lead by example, by refraining from manually texting, or watching video images on a handheld device while driving, and by not allowing other distractions to impair their attention to driving responsibilities.
- Support their staff and employees to build 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 while behind the wheel.
- Understand their responsibilities to not use handheld communication devices while driving.
- Plan journeys that include rest stops to check messages and return calls.
- Address compliance 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 that could help 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 devices while driving. Any communication by an electronic device must utilize verbal commands or one-touch technology.
- Plan trips so they include rest stops when messages can be checked and calls returned.
- 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 the ability for the Supervisor to review these records online with the employee. Failure to produce all records in the proper format will result in the 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)