**"ACTION" Activity: Tools for Reducing Distracted Driving**

*As a workplace, we are committed to growing a culture of safety. This means that our workplace policy includes the following priorities:*

* Drivers never drive distracted – to protect their life and safety as well as passengers, bystanders and other drivers.
* Speak up if you are with a driver who is distracted.
* Employees should encourage co-workers, friends, and family to drive without distraction.

**Use these tools to reduce the risk of distraction when you are a driver.**

* Create a voicemail announcing you are an “engaged driver.” Here is a sample: “Hello, you’ve reached the voicemail for [name]. If you have called while I am driving, please leave a message, and I will return your call once it is safe for me to do so. Thank you!”
* Begin conference calls by asking if anyone is in a vehicle. If so, insist the driver pull over or call back when at a safe location.
* Don’t schedule phone calls or meetings during your travel time.
* Add travel time to your work calendar so that others know not to schedule a meeting during that time.
* Establish speciﬁc times when you are available to make and take calls.
* Shut off your phone or put it in “airplane mode” before starting the vehicle.
* Schedule 10 minutes before driving to take care of ﬁnal tasks (making or taking calls, eating, checking maps) so your driving time is free of distractions.
* Place your phone physically out of reach (e.g., in backseat or trunk) before starting the vehicle.
* On longer trips, build in “communication breaks” every two to three hours to stop driving and make or take calls, send emails, and complete other tasks.

Share these tools with friends and family to encourage focused driving throughout our community.