**Instructor Guide**

**Supplies:**

Pens

Index cards (Think Pair Share)

Timer

Policy Copies

**Handouts:**

New workplace distracted driving policy

Distracted Driving Policy Impact in the Workplace worksheet

Tools for Reducing Distracted Driving

**"Anchor" Activity: Think, Pair, Share instructions**

Note to Instructor: Throughout the workshop you will see "ANCHOR" and "ACTION"" activities. These are designed to anchor understanding of the new policy and encourage participants to practice skills to support adoption and compliance with the new policy.

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| **Topic and Purpose / Time** | **Instructor Notes** |
| **Set-Up**  (before the session) | **Before session:**   * Write agenda on ﬂip chart or white board * Set up computer and projector to present PowerPoint slides * Have copies of policy and handouts |
| **Welcome & Introductions**  (10 minutes) | **Slide 1:** Welcome!  Thank everyone for participating in the survey. Conduct group introductions if appropriate. |
| Introduce self and any policy team members present  **Set the stage:**  Why are we addressing distracted driving? | **Slide 2:** Why are we addressing distracted driving at work? We need your support to shift toward a culture of safe, responsible driving at work and throughout our communities. Complying with existing laws and regulations is essential, but our goal is to achieve higher levels of safety by going beyond compliance to commitment – a commitment to safety for yourself and for others. |
| **ANCHOR ACTIVITY (See activity instructions page) Think – Pair – Share**   * Clarifying what distracted   driving is and how many distracting behaviors increase risk of a crash | **Slide 3:** Distracted driving is…  **Slide 4:** Deﬁnition of Distracted Driving |

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| **Introduce the New Policy**  (20 minutes) | **HANDOUT:** Hand out a copy of the workplace policy with each person. |
| **Share & Discuss the Policy:**   * Participants read & become familiar with the new (revised) workplace policy. * Highlight that the policy has 3 important priorities. | **Slide 5:**  The 3 priorities include:   * Drivers never drive distracted—to protect self, passengers, and bystanders; * Speak up if you are with a driver who is distracted. |
|  | * Employees should encourage co-workers, friends,   and family to drive distraction-free. |
|  | Be prepared to share information on:   * Implementation Emeline (When does it or did it go in eﬀect?) * Enforcement (Who will be enforcing the policy? What will be involved? Are there sanctions for noncompliance?) * Feedback (How would managers or leaders like to receive feedback on the policy once it is in place?) * Manager/Supervisor commitment to not expect calls to be answered when someone is driving or assign employees to participate on handsfree conference calls while they are driving. |
| **"ACTION" Activity: Distracted Driving Policy Impact in the Workplace** | **HANDOUT:** Hand out a copy of Distracted Driving Policy Impact in the Workplace worksheet |
| **Consider Policy Impacts**   * How will the policy impact YOU? * Your DEPARTMENT or DIVISION? * Our WORKPLACE? * Our COMMUNITY? | **Slide 6:** Graphic of Workplace Impacts (Corresponding  with worksheet)  See image added to slide deck.  Allow 15 minutes to complete the Distracted Driving Policy Impact in the Workplace worksheet. |

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| **Growing a Culture of Safety**  (20 minutes)   * To grow a culture of safety, everyone is involved in promoting a safe, responsible culture in the workplace. * Growing this culture means encouraging everyone to speak up and get involved in a situation when intervention is needed.   **Non-drivers who speak up about distracted driving should demonstrate:**   * **CARE** – Be clear that the other   person’s safety is important to you.   * **CALM** – Don’t become angry or agitated. Be clear and assertive, but not aggressive. * **CONFIDENCE** – Speak directly with knowledge of the   policy and what constitutes correct safer behavior.  **“ACTION” ACTIVITY:**  **What I See, What I Say**   * Oﬀer an opportunity to practice the “bystander engagement” portion of the policy | **Slide 7:** Growing a Culture of Safety  **Slide 8:** Non-Drivers Who Intervene Demonstrate Care, Calm, and Conﬁdence.  **Slides 9-12:** “What I See” scenarios  Allow 15 minutes for "ACTION" Activity: What I see What I Say  **Slide 13:** We ALL need to speak up if we know someone is driving distracted or peer, boss asking to return call, email, virtual meeting. Regardless of role, rank or position, everyone in the organization should feel comfortable speaking up about distracted driving. |
| **"ACTION" ACTIVITY: Tools and Ideas for Reducing Distracted Driving**  (5 minutes)  **Tools for Success Wrap-Up**   * Leave with practical tools for   reducing distracted driving. | **Slide 14:** List of Tools and Ideas for Reducing Distracted Driving  **ASK:** Any suggestions or additions to the list?  **Slide 15:** DISCUSS: How can they share this information with their friends and families?  Share these tools with friends and family to encourage focused driving throughout our community.  **Slide 16:** Ask for commitment **Slide 17:** Thank you! |