Draft Sample Policy

Because [Insert COMPANY NAME] is committed to establishing and following practices that make working here safer, and because we value the safety and well-being of all employees of [insert COMPANY NAME], we are instituting a distraction-free driving policy to promote safe driving habits.

[insert COMPANY NAME] employees must refrain from using mobile phones and other mobile devices, either hand-held or hands-free, while operating a motor vehicle.

[Insert COMPANY NAME] employees must not initiate or respond to phone calls or read or respond to text messages or emails while driving a passenger or commercial vehicle.

[Insert COMPANY NAME] employees who need to make a call while on the road must ﬁrst park the vehicle in a safe location.

Failure to follow company policy and refrain from talking on the phone, texting, or emailing while driving on or oﬀ the job may result in [insert CONSEQUENCES WHICH YOU DEEM APPROPRIATE, SUCH AS VERBAL WARNING, WRITTEN WARNING, DISMISSAL, OTHER].

**MOTOR VEHICLE SAFETY POLICY ACKNOWLEDGEMENT**

I have received a written copy of [insert COMPANY NAME]’s distraction-free driving policy. I fully understand the terms of this policy and agree to abide by them. Sign and print your name, add today’s date, and return this form to your supervisor.

Employee Signature Date

Employee Name (printed)

Thank you for practicing safe driving habits.