National Highway Traﬃc Safety Administration (NHTSA)

**[Company Name] Distracted Driving Policy**

**Please read the Distracted Driving Policy, sign, and return to your supervisor.**

In order to increase employee safety and eliminate unnecessary risks behind the wheel, [Company Name] has enacted a Distracted Driving Policy, eﬀective [Date]. We are committed to ending the epidemic of distracted driving, and have created the following rules, which apply to any employee operating a company vehicle or using a company-issued cell phone while operating a personal vehicle:

* Company employees may not use either a hand-held or hands-free cell phone while operating a vehicle - whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, and text messages.
* If company employees need to use their phones, they must pull over safely to the side of the road or another safe location.
* Additionally, company employees are required to:
	+ - Turn cell phones oﬀ or put them on silent or vibrate before starting the car.
		- Consider modifying voice mail greetings to indicate that you are unavailable to answer calls or return messages while driving.
		- Inform clients, associates and business partners of this policy as an explanation of why calls may not be returned immediately.
* [Company consequences for failing to follow policy]

I acknowledge that I have received a written copy of the Distracted Driving Policy, that I fully understand the terms of this policy, that I agree to abide by these terms, and that I am willing to accept the consequences of failing to follow the policy.

Employee Signature Date

Employee Name (printed)