

Fleet and Safety Manual – Distracted Driving Policy

Distracted Driving: Distracted driving is anything that takes a driver's mind or body away from the task at hand: safely operating the motor vehicle. XXXX has long recognized that conducting any other activities while driving is an unnecessary and dangerous distraction. Because we are strongly committed to the safety and well-being of all of our associates and recognize that driving distracted is a growing national concern, we require all associate drivers adhere to the following distracted driving policy elements while operating a fleet vehicle at any time or while otherwise driving on company business:

- Give your full attention at all times to the task of driving.
- Comply with all federal, state, and/or local regulations governing cell phone or mobile device use while driving.
- Pull safely off the road (i.e., into a rest area, parking lot, or other safe location) before placing an outgoing call, checking messages, and receiving incoming calls.
- If a phone call must be taken while driving, always use a hands-free device. Hands free kits are available in XXXX.
- Avoid (turn off) cell phone use in distracting (i.e., construction) or heavy traffic situations.
- Avoid dialing the cell phone while the vehicle is in motion; do so only when stopped or safely off the road.
- Avoid long, stressful, and/or intense phone conversations.

The following activities are strictly prohibited, regardless of device, by the driver, while vehicle is in motion:
Using a laptop or personal pocket computer, for any purpose.

Accessing the internet.

Text messaging.

Using a pager.

Listening to any audio device (i.e., MP3 player) or hand-held satellite radio through a binaural headset.

Watching video displays (i.e., DVD player).

Modifying the company vehicle to accommodate mobile office equipment in the front seat.

To help associate drivers comply with this policy, here are a few helpful tips:

- Have all calls go directly to voice mail until such time as you can safely pull off the road to take/return the call.
- Create a voice mail message to the effect: “Hi. You have reached Thomas Smith. I’m driving right now and cannot answer your call safely. Please leave a message and I’ll call you back just as soon as possible.”
- Pre-program cell phones with commonly called numbers
- Pre-program GPS units with planned destinations.
- Take regular, short breaks to pick up voice messages and return phone calls.
- Pre-program your favorite radio stations.
- Pre-load selected CD(s) or tapes.
- Clear the vehicle of all unnecessary objects.
- Check to see that all cargo is properly secured
- Review and be familiar with all safety and usage features on any in-vehicle electronics.

Moving violations, crash reports, and cell phone records reflecting use of a mobile device while driving will be assigned the appropriate XXXX points based on the XXXX Point System section of this Manual. Managers are also encouraged to reinforce compliance with this policy, for example: discuss observations made during ride-alongs and listen for traffic sounds or other evidence of mobile device use when receiving calls.