

Distracted Driving Policy

Effective Date:

Revision Number: 1

Purpose, background and applicability

Company name recognises that distracted driving can impair safe driving and contribute to crashes. In order to increase employee safety and eliminate unnecessary risks behind the wheel, **company name** has introduced a Distracted Driving Policy. All employees and drivers, including non-commercial drivers and independent contractors, will adhere to the following policy guidelines while working under the direction of **company name**. The goal of this policy is to increase worker safety on the road by enacting specific rules and regulations to combat distracted driving.

Policy

Under this policy, distracted driving is defined as any activity that causes the driver to take their mind off the task of driving safely. This inattentiveness reduces awareness, decision-making and performance, increasing the likelihood of driver error, near-crashes or crashes. Driving distractions include devices inside the cab, such as a mobile phone, television, laptop, navigation devices and communication devices. Distractions may also be caused by animated, argumentative or heated conversations. Objects or occurrences outside the cab, such as electronic signs, billboards and police activity, can also be a source of distractions.

Prohibited behaviours

To minimise the possibility of driving while distracted, **company name** strictly prohibits the following activities by a driver while the vehicle is in motion:

- Reading or responding to emails or text messages on any type of communication device
- Mobile phone use, unless coupled to a hands-free device
- Using electronic devices such as a MP3 or DVD player or laptop
- Playing electronic games
- Using any device in violation of any applicable laws, regulations or ordinances
- Engaging with similar distractions that could reasonably cause an accident or unsafe driving behaviour

Company name also prohibits driving while impaired mentally or physically, including driving while fatigued. When fatigued, your ability to operate the vehicle safely is significantly reduced. If you find yourself in any of these conditions, find the closest safe place to legally park and rest.

Suggested practices

Company name also encourages drivers to do the following to reduce their risk:

- Avoid distracting activities such as eating, personal grooming and reaching for items.
- Minimise the potential for distractions by planning your routes. Research your drive ahead of time to eliminate the need for satnav, maps and other navigation tools.
- Eat and drink when you are taking a break whenever possible.

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- Keep your eyes focused on the road ahead if conversing with a passenger or co-driver.
- Organise your vehicle's cabin to ensure personal items you may need during a long trip are well within reach. To eliminate the need to reach for items while you drive, programme your satnav, adjust your mirrors and tune your radio before you hit the road.
- Avoid multitasking when driving. If you need to make a phone call or respond to a text message on the road, pull over beforehand. Even the use of a hands-free device is dangerous and can create a cognitive distraction. To help eliminate the urge to use mobile phone and other devices, turn them off and stow them out of sight in a safe compartment.
- Minimise the use of citizens-band radio to communications that enhance your ability to drive the vehicle safely and efficiently, and to gather valuable information related to road, traffic and weather conditions.
- Never write or handle paperwork while the vehicle is in motion.

Consequences for violating this policy

If an employee is involved in an accident while on the job and distracted driving is determined to be a significant factor in the incident, they will be subject to retraining and/or disciplinary action, up to and including termination. An employee who is observed engaging in any specifically prohibited conduct will be subject to retraining and/or disciplinary action, up to and including termination.

Acknowledgment

I acknowledge that:

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

Employee Signature

Date

Employee Name (printed)

Please read, sign and return to your supervisor/line manager/*insert specific name*.