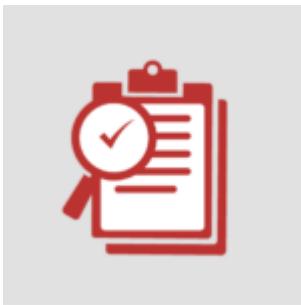


# Distracted Driving Policy



## DISTRACTED DRIVING IS DANGEROUS

Of increasing concern to [insert name of company] ("the Company") are the dangers posed by distracted driving. Recent deadly crashes involving drivers distracted by talking and texting while driving highlight a growing danger on our roads. Numerous studies have demonstrated how the use of cell phones while driving poses a significant safety risk to motorists, their passengers and others on the road. For example, according to Alberta Transportation, 20% to 30% of all collisions involve driver distraction.

## PURPOSE

The purpose of this policy is to protect your safety by banning you from using cell phones and using other electronic devices when driving, which may cause distractions that prevent you from concentrating 100% on safe operation of the vehicle and thus lead to accidents.

## I. RULES FOR DRIVERS

**1. Ban on Use of Electronic Devices.** When you are on duty and driving, you may not use an electronic device of any type, including, but not limited to, cell phones, mobile phones, text pagers, two-way radios, MP3 players, tablets and laptops, for any purpose, including phone calls, texts and email.

**2. Scope.** The ban on the use of electronic devices above applies:

- To all vehicles operated by workers while on duty, whether owned by the Company or the individual worker.
- To all electronic devices, whether owned by the Company or the individual worker; and
- To all conversations or communications, whether personal or business-related.

**3. Hands-Free Devices.** The ban on using cell phones and other electronic devices while driving applies to *all* devices, including the use of such devices with hands-free headsets, regardless of whether the use of hands-free devices is permitted by highway safety law.

#### **4. Handling Calls While Driving.**

- **Before You Leave:** Turn off your cell phone or set it to vibrate before starting the vehicle. Turn off all other electronic devices.
- **Incoming Calls:** Make sure your phone has caller ID and/or voice mail. If the phone rings or you receive a text or other communication, don't answer it unless and until you pull over in a safe spot (or let a passenger answer). If it's urgent, you may accept or reply, provided that you remain parked off the roadway. You may not resume driving until you are done.
- **Outgoing Calls:** You may not make outgoing calls or communications while driving. If you want to place a call, text or email, pull over in a safe spot first.

## **II. RULES FOR NON-DRIVERS**

**1. Ban on Contacting Workers Who Are Driving.** If you know that a worker is driving, do not call or contact him or her on the cell phone or other electronic device.

**2. Procedures for Contacting Workers Who Might Be Driving.** If you do not know if a worker is driving and the matter is urgent, you may call or contact the worker but must immediately ask the person if he or she is driving. If the

worker is, in fact, driving, tell the worker to call you back when he/she pulls over or gets out of the vehicle and then hang up.

**3. Procedures for Receiving Calls from Workers Who May Be Driving.** If you receive a call, text or other communication from workers who are on their cell phone or other electronic device, ask them if they are driving. If they are, tell them to pull over and call you back. Hang up as quickly as possible.

### **III. ALL WORKERS**

**Effect of Policy.** Violations of the rules in this policy will be considered a serious offence and may result in the imposition of discipline up to and including termination.

**Reminder.** The use of cell phones and other electronic devices while driving leads to distractions that can result in traffic accidents. So although the Company cannot force you to adhere to these rules when you are not on duty, we strongly urge you to do so for your own safety and well-being and that of family, friends and third parties on the roadways.

I have read and will abide by the conditions as stated in this document regarding the operation of any vehicle for Company business and while conducting work at the Company's worksite.

Name \_\_\_\_\_  
(printed) \_\_\_\_\_

Signature \_\_\_\_\_  
Today's date \_\_\_\_\_

Witness \_\_\_\_\_  
Today's date \_\_\_\_\_