



# Pocket Policy Card

The following pocket policy card is a useful reminder of your policy. It can be copied and laminated for distribution to employees. If your organization maintains a fleet of vehicles for employee use, you may want to post this in the vehicles.

The card below has sample language coordinating with the sample policies in this kit. If your company's policy differs from our samples, make sure your pocket card reflects the language in your company's policy.

## Front

### Cell Phone and Driving Policy

Employees may not use cell phones or PDAs while operating a motor vehicle. This includes, but is not limited to:

- Answering or making phone calls
- Engaging in phone conversations
- Reading or responding to emails and text messages
- Accessing the Internet

In an emergency, drive to a safe location, pull over, and put the vehicle in Park before calling to report an emergency.

## Back

### Safe Driving Suggestions

- Put cell phones/PDAs on vibrate or silent mode, or turn the device off, before starting the car.
- Pull over to a safe place and put the vehicle in Park if a call must be made or received, or to make adjustments to a Global Positioning System (GPS).
- Modify your voicemail greeting to indicate you are unavailable to answer calls or return messages while driving.
- Inform clients, associates and business partners of company policy to explain why calls may not be returned immediately.