

Drive employees...
to a company-wide traffic safety policy:
no drinking & driving



Sober Driving Policy

Use or adapt this sample text to create your company's policy on driving defensively while operating a motor vehicle on and off the job. Be sure to put your policy on company letterhead and run a final draft by your management and legal team before you give it to employees and make it official.

COMPANY LETTERHEAD SOBER DRIVING (SAMPLE)

Traffic crashes are among the leading causes of death and injuries in Texas. Because <insert Company Name> is committed to establishing and following practices that make working here safer and because we value the safety and well-being of all employees of <insert Company Name>, we are instituting a sober driving policy to promote safe driving habits.

Texas law states that a person is legally intoxicated with a .08 BAC (blood or breath alcohol concentration). A person can also be driving while intoxicated (DWI) due to alcohol or other drugs, regardless of their BAC. **Employees of [COMPANY NAME] must refrain from the use of alcohol or other drugs before and while operating a motor vehicle, whether on company business/hours (lunchtime, etc.) or personal business and whether driving a company vehicle or personal vehicle.**

Failure to follow company policy on impaired driving, on or off the job, may result in [insert CONSEQUENCES WHICH YOU DEEM APPROPRIATE, SUCH AS WRITTEN WARNING, DISMISSAL, OTHER].

MOTOR VEHICLE SAFETY POLICY ACKNOWLEDGEMENT

I have received a written copy of <insert Company Name> sober driving policy. I fully understand the terms of this policy and agree to abide by them. **Sign and print your name, add today's date, and return this form to your supervisor.**

Employee Signature

Date

Employee Name (printed)



The National Safety Council saves lives by preventing injuries and deaths at work, in homes and communities, and on the roads, through leadership, research, education and advocacy. For more information about Our Driving Concern Texas Employer Traffic Safety Program, please visit txdrivingconcern.org, or contact **Lisa Robinson**, CFLE, Program Manager at Lisa.Robinson@nsc.org or call **(512) 466-7383**.