

# Drive Employees...

**TO A COMPANY-WIDE TRAFFIC SAFETY POLICY:  
NO MORE DISTRACTED DRIVING**



## SAMPLE DISTRACTION-FREE DRIVING POLICY

Use or adapt this sample text to create your company's policy about cell phone use and driving. Be sure to put your policy on company letterhead and run a final draft of your policy by your management and legal team before you give it to employees and make it official.

### COMPANY LETTERHEAD DISTRACTION-FREE DRIVING POLICY (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 distraction-free driving policy to promote safe driving habits.

Using a cell phone while driving increases the risk of a crash by four times, and texting increases crash risk by 23 times. [insert COMPANY NAME] employees must refrain from using PDAs and cell phones, either hand-held or hands-free, while operating a motor vehicle. [Insert COMPANY NAME] employees must not initiate or respond to phone calls, read or respond to text messages or emails while driving a passenger or commercial vehicle. [insert COMPANY NAME] employees who need to make an emergency call while on the road must first park the vehicle in a safe location.

Failure to follow company policy and refrain from talking on the phone, texting or emailing while driving on or off the job may result in [insert CONSEQUENCES WHICH YOU DEEM APPROPRIATE, SUCH AS VERBAL WARNING, WRITTEN WARNING, DISMISSAL, OTHER].

### MOTOR VEHICLE SAFETY POLICY ACKNOWLEDGEMENT

I have received a written copy of [insert COMPANY NAME]'s distraction-free 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)



**Create a COMPANY  
of safe drivers!**  
[txdrivingconcern.org/safecompany](http://txdrivingconcern.org/safecompany)

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 safe driving in Texas, please visit the Texas Chapter of the National Safety Council at [txdrivingconcern.org/safecompany](http://txdrivingconcern.org/safecompany), call 888-222-4143 or email [texas@nsc.org](mailto:texas@nsc.org).