



Distracted Driving: Model Company Policy A

This model policy may be used as a guideline for companies that wish to prohibit the use of all electronic communications while vehicles are in motion and does not constitute an endorsement by the sponsoring organizations.

Purpose, Background and Applicability

[The company] recognizes that distracted driving can impair safe driving and contribute to crashes. This policy will apply to all commercial drivers operating company equipment and independent contractors operating their own equipment under a lease or owner-operator agreement.

Policy

This policy is intended only to define certain prohibited activities and prescribe practices and recommendations to help employees safely operate company equipment or perform work for [the company]. Any activity which would cause drivers to take both hands off the wheel at the same time, or their mind entirely off the driving responsibilities is prohibited. Driving distractions include devices inside the vehicle as well as conversations with passengers or co-drivers. Distractions may also be caused by objects or occurrences outside the cab, such as electronic signs, billboards, "rubber-necking," etc.

Specific Prohibitions

[The company] prohibits the use of the following devices by the driver while the vehicle is in motion:

- Texting with a cell phone or PDA
- Cell phone use, unless coupled to a hands-free device
- Televisions and CD players
- Use of radio or stereo headphones
- Electronic games
- GPS manipulation while driving
- Any device in violation of any applicable local ordinance, state or federal statute

Cell phone conversations should be limited to conversations related only to the delivery task.

[The company] also prohibits driving while impaired mentally or physically, including driving while in a fatigued state. 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

[The company] prohibits the unnecessary use of cell phones while driving. Mobile phone calls should only be made when you are safely and legally parked off the traveled portion of the roadway.

Minimize the use of the CB radio to communications that enhance your ability to drive the vehicle safely, efficiently, and to gather valuable information related to road, traffic and weather conditions. When you must



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use a mobile communication device while in motion, [the company] encourages the use of “hands-free” devices.

[The company] also suggests the following safe practices:

- Do not reach for something that would cause you to move your body and hands from their proper driving positions or that would cause you to take your eyes off the road.
- If you must drink something, use a straw and avoid open cups that might easily spill.
- Choose foods that are simple and easy to hold and manipulate with one hand and never take both hands off the wheel at the same time.
- Pre-select radio stations.
- If conversing with a passenger or co-driver, avoid looking at the person to whom you are speaking, keep your eyes focused on the road ahead.
- Avoid any conversation that is contentious or causes you to lose focus on your driving responsibilities.
- Never write or handle paperwork while the vehicle is in motion.
- Do not read a map or atlas while the vehicle is in motion. Study your map and directions while parked.
- Pre-program your GPS with origin and destination points before moving your vehicle.

Consequences for Violating Policy

If a driver is involved in an accident, and a significant causal factor of the accident is driving while distracted, the driver will be subject to retraining and/or disciplinary action up to and including termination. A driver who is observed engaging in prohibited conduct will be subject to retraining and/or disciplinary action up to and including termination.

It is important to understand that Federal Motor Carrier Safety Regulations 49CFR Part 390.17 prohibits texting while driving a commercial motor vehicle (CMV) and violation of this regulation may result in steep fines and sanctions against the driver’s commercial drivers license.

Model company policies governing distracted driving are part of a Defeating Distracted Driving commercial driver curriculum that also includes a video, brochure, handouts and a PowerPoint presentation. For more information on the complete curriculum and how to use them in driver safety meetings, visit www.operationsafedriver.org.

Defeating Distracted Driving was developed in partnership with the Commercial Vehicle Safety Alliance and a coalition of commercial truck and bus companies, federal agencies, truck and bus safety organizations, driver education entities and other partners.