

**Distracted Driving**

**Policy**

**Provided by:**

Texas Mutual Insurance Company

Safety Services

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**Purpose**

The purpose of this distracted driving policyis to:

* provide standards and clarification for cell phone use
* ensure safe work practices when considering the need to use a cell phone while driving

**Scope**

This policy applies to all employees who operate motor vehicles in the course and scope of their employment.

Distracted Driving Policy

Operators of any motor vehicle should be able to hear traffic and be aware of any driving hazards around them. This means that any distractions while driving should be eliminated, including use of cell phones, earbuds or headphones. For the safety of all employees, their family and others sharing the road, each driver’s attention must be dedicated to driving the car.

## Driving Distractions

The National Highway Traffic Safety Administration estimates that 80 percent of vehicle crashes involve some form of driver inattention within 3 seconds of the event. Your primary responsibility, while operating a vehicle, is driving the vehicle safely. For your safety, and the safety of others, it is our policy that you not engage in activities that cause you to become distracted from this responsibility.

The following policies apply:

1. Cell phones should not be used while driving on company business. If you receive a call while you are driving, allow the call to go to voicemail and return the call when you have stopped driving.
2. If you need to place a call, pull over to a safe location before placing the call. Placing a call while driving a vehicle on company business is strictly forbidden.
3. Sending or reading text messages while driving a vehicle on company business is strictly forbidden.
4. Checking email, checking social networks, using the Internet, using smartphone apps, or reading printed materials while driving on company business is strictly forbidden.
5. GPS navigation devices may be used while driving on company business as long as they are set up in a manner that does not obscure your view. Always select your destination on a GPS navigation device before beginning a trip and do not attempt to enter a new destination into the device while driving.
   1. Cell phones may be used as navigation devices if the phone is placed in a support device so that the driver does not need to hold or unlock the phone while driving in order to receive directions.
6. Eating while driving a vehicle on company business is strictly forbidden.
7. Activities such as drinking beverages, adjusting radio controls or adjusting climate controls should only be done if traffic conditions permit and when you can do them without taking your attention away from driving.
8. Any accident the driver is involved in while using a wireless communication device will be deemed avoidable. If you are involved in an accident while operating a vehicle on company business, and you are conducting a call, texting, or accessing and using internet transmissions, you may be subject to corrective actions, up to and including termination.

Remember, your responsibility to yourself and others is getting where you are going safely. Avoid activities that will distract you from this responsibility.

**Employees who violate this policy will be subject to disciplinary actions, up to and including employment termination.**