Distracted Driving Policy

Company policy details

Company name

Effective date

Approved by

Safety contact

1. Purpose and scope

Our company expects drivers to give driving their full attention. This policy applies to company driving and to employees who communicate with drivers. Drivers and dispatchers must follow applicable law and the company expectations below.

2. Before the vehicle moves

Set the route, adjust controls, secure loose items, and position any authorized device before moving. Use a driving or do-not-disturb setting when available. Keep screens and mounts from obstructing vision or access to vehicle controls.

3. Phones, messages, and screens

Do not text, type messages, read messages, hold a mobile telephone to make a call, or watch video while driving. Do not enter dispatch information, browse applications, or manually change navigation while driving. These company expectations also apply while temporarily stopped in traffic or at a traffic signal. Park in a safe, lawful location before performing these tasks; a traffic lane or unsafe shoulder is not a place for a routine call or message.

4. Hands-free calls

A hands-free call is allowed only when lawful and authorized by the company. Do not hold the phone, dial by pressing more than one button, or reach in a way that prevents remaining seated and properly restrained. Keep any authorized call brief and end it whenever it interferes with attention to the road. Company instructions or local law may prohibit calls altogether.

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5. Other distractions

Wait until safely parked to eat, groom, handle paperwork, retrieve dropped items, or do another task that draws attention away from driving. If a passenger, object, or device interferes with safe operation, address it after reaching a safe stopping place.

6. Dispatch and company communication

Dispatchers and other employees must not require a driver to read or respond to a message while driving. A delayed reply is expected when a driver is operating a vehicle. Drivers should respond after safely parking. Discuss route changes and delivery instructions before departure whenever practical.

7. Emergencies

For an emergency, contact law enforcement or other emergency services as necessary and use the safest available method. Federal texting and hand-held phone rules contain a limited exception for communication needed for those purposes. This exception does not authorize routine dispatch calls or remove other safety obligations.

8. Reporting and follow-up

Tell the company safety contact about conflicting instructions, equipment problems, or events involving distraction. Management will review the facts and address concerns through the company's established training and corrective-action procedures. Drivers must not continue an activity that makes driving unsafe.

Receipt acknowledgment

I acknowledge that I received a copy of the company's adopted distracted driving policy, had an opportunity to ask questions, and know whom to contact for clarification. This acknowledgment records receipt and does not waive any legal rights.

Driver acknowledgment

Driver name _____

Driver signature / date _____

Company representative / date _____

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