

## Cellphone Use Sample Policy

*Studies at the University of Toronto have found that traffic accidents due to use of cellphones by drivers are equivalent to those caused by intoxicated drivers. Cellphone use is only one of many activities that cause drivers to be distracted. Proper judgment should be used with any activity that could be distracting such as eating, smoking, changing CDs or changing radio stations.*

Several states in the US have begun regulating cellphone use by drivers. Even in states that have not regulated cellphone use, many companies are taking the initiative and instituting company policies that outline cellphone usage for employees who are driving on company business.

The following are recommended guidelines for cellphone usage when driving:

- Employees are expected to refrain from the use of cellphones while driving.
- Always allow incoming calls to go to voice mail, checking the voice mail and returning the call only when the vehicle is off the road and ignition is turned off.
- If there is a need to place a call, pull off the road to a safe place such as a parking lot, and turn the vehicle off.
- Inform regular callers of your driving schedule, asking them to refrain from calling during those hours.
- Employees who are charged with traffic violations resulting from the use of their phones while driving will be solely responsible for all penalties that result from such actions, whether on a personal or business cellular phone.
- Keep your hands on the wheel at all times, eyes on the road, and your mind on driving.

I have read and understand the cell phone use policy, and agree to follow this policy.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_