



# Free Sample Distracted Driving Policy



## [Company Name] Distracted Driving Policy

At [Company Name], we deeply value the safety and well-being of all employees and are committed to ensuring a safe working environment. With the proliferation of electronic devices and in-vehicle infotainment systems used while driving, coupled with the myths surrounding a person's ability to multitask, we enforce the following distracted driving policy:

- **No handheld or hands-free mobile device use while driving.** Employees shall not use handheld or hands-free electronic devices or voice features while operating a motor vehicle.
- **Turn on the “Do Not Disturb” feature.** Employees must activate this feature on smartphones and other mobile devices to prevent distractions. If unavailable, devices should be silenced or turned off while driving.
- **Pull over safely for calls or texts.** If a call or text must be made, drivers must pull over to a safe place out of traffic lanes and put the vehicle in “Park.”
- **Inform clients and associates of this policy.** Employees should proactively communicate this policy to explain why calls, texts, or emails may not be returned immediately.
- **Program GPS, music, or infotainment systems before driving.** Any necessary adjustments must be made before departing. If changes are required, the driver must pull over to a safe location and put the vehicle in “Park.”
- **Avoid all other distractions.** Eating, drinking, reading, or engaging in any activity that diverts attention from driving is strictly prohibited.
- **Violations will result in disciplinary action.** Failure to adhere to this policy may result in driver training and consequences, up to and including termination.

This distracted driving policy applies to all employees operating company vehicles or personal vehicles for work purposes. Compliance is mandatory to protect everyone on the road.

*\*This is a sample policy. Please review it with your legal and safety team to ensure compliance with company guidelines.*