DISTRACTED DRIVING POLICY

We are committed to taking the action necessary to protect our employees and to show our concern for public safety by instituting this Distracted Driving Policy. The following rules apply to all employees operating a company vehicle, while using a company issued cell phone, or using a personal cell phone, while operating a company owned vehicle or a personal vehicle for company business, while in the course and scope of company business or if company vehicle is being used for employee's personal use. If employees need to use a cell phone they must pull over safely to the side of the road or wait until they can exit road safely and stop in a safe location off the road.

Employees may not use a cell phone while operating a vehicle, whether the vehicle is in motion or stopped in traffic. This includes, but is not limited to answering or making phone calls, engaging in phone conversations, reading or responding to texts, emails, or messages.

Employees are required to turn cell phones off or put them on silent or vibrate before starting the engine of vehicle in company use. We strongly suggest the voice mail greeting state you are unable to answer calls or return messages while operating a vehicle, but will return the call at the earliest possible opportunity. You are invited to advise those calling that this is a company policy should they want an explanation of why you are not permitted to use cell phone for any reason while operating a vehicle. It is permissible to state this is a policy enacted for the safety of everyone on the road due to the dangers of Distracted Driving.

CONSEQUENCES OF FAILURE TO ADHERE TO DISTRACTED DRIVING POLICY

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TO BE COMPLETED BY EMPLOYER

EMPLOYEE PLEDGE

I acknowledge that I have reviewed the Distracted Driving Policy. I fully understand the terms of this Policy. I agree to abide by these terms and I am willing to accept the consequences of failing to follow the policy.

_____   _____
Employee Signature   Employer Signature

_____   _____
Employee Name (printed)   Business Company Name

_____   _____
Date   Date