**Mobile Device Distracted Driving Policy**

It is [company]’s policy to conduct its business in a manner that protects the safety of employees, customers, and the public. Safely operating a motor vehicle requires a driver’s total attention. In order to increase employee safety and eliminate unnecessary risks behind the wheel, [company] has enacted this Mobile Device Distracted Driving Policy, effective January 1, 2010. The following rules shall apply to all employees at all times while driving a Company vehicle or while operating a personal or rental vehicle when engaged in Company business:

* Employees are required to follow all applicable traffic rules, laws, and regulations at all times. In the event that applicable laws are stricter than this policy, the employee shall comply with the law.
* Drivers are permitted to use cellular devices while driving **only** for the purposes of telephone conversation and **only if** the driver is also using a Bluetooth headset or a wired headset such that the phone is used in a **hands-free** manner.
* ‘Hand-held devices’ and/or “speakerphone mode” are not to be used while driving under any circumstances.
* While engaging in ‘hands free’ phone use employees are expected to limit conversation to short durations to remain focused on the primary task of driving.
* If driving employees need to use their personal, or employer provided cell phone or mobile devices, for important dialog or long duration communication, they must pull over safely to the side of the road or another safe location.
* Reading, responding to, typing, or sending emails, instant messages, and text messages are prohibited while driving at all times.
* Additionally, company employees provided company technology, or whom are bringing personal mobile devices into the workplace/vehicle are required to:
	+ Install Truce Software on any employer provided device brought into the vehicle
	+ Install Truce Software on any personal device brought into the employer vehicle.

(Note - Employees who are unwilling to install Truce Software on a personal device are NOT PERMITTED to bring their personal devices into the employer workplace vehicle.)

Managers are to avoid interacting with employees when they know the employee is driving.

Violation of this policy will result in disciplinary action, up to and including termination of employment.

I, the undersigned employee, have received and reviewed this policy. I understand the policy and agree to abide by its terms, and further acknowledge that either:

1. I am bringing a personal phone into the workplace vehicle and therefore loading Truce Software on my personal phone(s): {ENTER PHONE #) #.###.###.####
2. (employee install Link: <app.companyname.trucesoftware.com>
3. I am not bringing a personal phone into the workplace vehicle and there not loading Truce Software. In addition, I understand the Company reserves the right to hold me personally, and financially, liable if I am involved in a crash and an unprotect phone is determined to be a contributing factor.

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

Employee Name:

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