**Policy/procedure template**

**Distracted driving policy**

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**Instructions**

This template is intended to help you build a distracted driving policy that’s right for your organization and your employees. Save the template to your device. Think about the distractions and associated risks your employees encounter when they are driving for work. Edit the template so it explains what your organization expects employees to do and not do. Replace items *written in orange* with your own information. Delete “Policy/procedures template”, the disclaimer, and instructions when done.

*[Organization]* **distracted driving policy**

**Why we have this policy**

*[Organization]*is committed to ensuring the health and safety of our employees when they drive or ride in a vehicle used for work. Applying this policy will help our management team, supervisors, and employees work together to avoid distracted driving. Our goal is to reduce the likelihood that any of us is involved in a distracted driving crash.

**Who needs to follow this policy**

This policy applies to all *[****Organization****]* employees when they are driving a vehicle owned, leased, or rented by *[****Organization****]*, and when they are driving a vehicle owned, leased, or rented by an employee who is using it for work.

**Employer responsibilities**

As part of our responsibilities to ensure the health and safety of our employees, *[****Organization****]* will support all our employees to implement this policy and help reduce road safety risks.

**Supervisor responsibilities**

Your supervisor is responsible to provide you with a copy of this policy, explain and/or demonstrate it to you, and answer your questions so that you understand what you’re required

to do. Your supervisor will periodically check to see that you continue to correctly apply this policy.

**Employee responsibilities**

Our employees will:

* Comply with requirements in the *Motor Vehicle Act* for use of electronic devices while driving
* Not operate a phone (hand-held or hands-free), laptop, navigation device, infotainment system, or other electronic device (e.g., smart watch, dashcam, on-board recorder, vehicle monitoring system, etc.) while driving
* Record a voicemail greeting before driving that invites callers to leave a message
* Turn their phone off or activate its “Do not disturb” feature and stow it in a secure location (e.g., glovebox, trunk) before getting underway
* Program any navigation, infotainment, music system, or other electronic device before getting underway
* Find a safe place to pull over and park before making any calls or texts, or adjusting the navigation, infotainment, or music system
* Avoid reading and personal grooming activities (e.g., shaving, applying make-up) while driving
* Refrain from eating or drinking and any other activities that reduce their ability to keep their eyes - and their attention - on the road

**Employee acknowledgment**

Your signature below certifies that you agree to comply with this policy. Non-compliance is a serious matter and may subject you to disciplinary action.

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Employee signature Date

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Employee name (print)