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**[Your Company Logo]**

Sample Employee Communication

Team:

Ensuring our employees return home safely to their families has and will always be a top priority for <insert company name>. Many of you have heard about the dangers of cell phone use while driving. After careful review of the latest research, it is our opinion that cell phones and driving can be a deadly combination.

For that reason, <insert company name> is implementing a safe driving policy that will require all employees to use seatbelts, observe posted speed limits, not drive while under the influence, and not drive distracted. This policy prohibits employees from using cell phones while driving.

We acknowledge many of you may be worried about drops in productivity due to this new policy; however, the safety of our employees is our number one concern. Additionally, data from other organizations that implemented similar policies did not report decreases in productivity.

Cell phones have quickly become a way of life for many of us. We all feel the need to stay connected. However, the truth of the matter is that our brains simply cannot handle two tasks at the same time. As part of the implementation process, we will be sharing with you what we learned and let me tell you, it’s frightening.

I never want to have to explain that my call or text caused the death of someone’s loved one. Sadly, this is what is happening when drivers are distracted by their cell phones. For your safety, and the safety of those around you while driving, we don’t want you using your cell phones while driving. This risk just isn’t worth it. I’m sure you would all agree that safety is more important than a phone call or text message.

Safety is paramount – at work, at home and on the roads. We want to ensure you return to your families safely.

We appreciate your cooperation. If you have any questions, please feel free to notify  
<insert contact name> at <extension> or <email>.

Sincerely,

Insert your Name and Title

Insert your Company Name

(Includes materials from the National Safety Council.)