

**[Your Company Logo]**

[ Your Company] ***Buckle Up Phone Down*** Policy

Our company believes unsafe driving may disrupt the work environment; may cause safety problems for employees and the general public; may discredit our company; and may undermine the integrity of our company’s objectives and goals.

Vehicle crashes continue to be a top cause of work-related injuries and deaths. Our company wishes to prevent vehicle crashes and associated injuries. Our company has developed this policy specifically to address unsafe driving practices that are not in the best interest of our company. Please do your part to make your work-related trip safer.

Our company expects anyone driving or riding in any vehicle for company business to follow the safe driving policy listed below. These safe driving rules are basic expectations and should not be difficult for any employee, whether driving or not, to follow.

At any point noncompliance is discovered, documented corrective action will be taken. Questions about this policy can be directed to your manager.

Thank you and please drive safely!

***Buckle Up Phone Down*** Safety Rules:

1. **Wear your seat belt** whenever driving a vehicle for company business or whenever riding in a vehicle for company business. All passengers must wear seat belts.
2. **Do not drive distracted**. Do not text or email, make or receive calls, or manipulate a cell phone or any cell phone functions (i.e. navigation, music) while driving. Utilize cell phone functions before driving or pull over and safely park before using a cell phone while traveling. Avoid other prohibited distractions that can increase crash risks.
3. **Do not drive over the posted speed limit**. Slow down when driving or traffic conditions deteriorate. Speeding is prohibited.
4. **Never report to work or drive while impaired**. Impairment can be caused by prescription medications, alcohol consumption, aftereffects of illicit drug use, illegally used prescription medication, or any other legal medication or substance that makes driving a vehicle unsafe.

I have received and reviewed a copy of the Buckle Up Phone Down Policy. I understand the terms of this policy and agree to abide by them.

Employee Signature:

Date of Policy Acknowledgement: