



# National Safety Month 2011

## Sample Cell Phone Policy

### Recommended Usage

The following policy is generic policy regarding cell phone usage while operating a motor vehicle. This policy can serve as a model for your organization's policy.

We deeply value the safety and well-being of all people who work at our company. Due to the increasing number of accidents resulting from the use of cell-phones and similar devices while driving, we are instituting a new policy.

1. Company employees are not permitted to use a cell phone, either hand-held or hands-free, while operating a motor vehicle on company business and/or on company time.
2. Company employees are not permitted to read or respond to emails or text messages while operating a motor vehicle on company business and/or on company time.
3. This policy also applies to use of laptops or Personal Digital Assistants (PDAs).
4. While driving, calls cannot be answered and must be directed to voicemail.
5. If an employee must make an emergency call (911), the vehicle should be parked in a safe location before making the call.

There are a few basic reasons for this policy:

1. Your personal safety
2. The safety of others on the road – drivers and pedestrians
3. The company can be held liable for your accident

Employees will be given two warnings. The third time an employee is found to be in violation of this policy, it is grounds for immediate dismissal.

Your signature below certifies your agreement to comply with this policy.

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Date

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Chapter of the National Safety Council

