

## [ Your Company] Driving Policy

Our company believes that unsafe driving can disrupt the work environment, create safety problems for employees and the general public, damage our company's reputation, and undermine our goals and objectives.

Vehicle crashes remain one of the leading causes of work-related injuries and fatalities. Our company recognizes the importance of preventing vehicle crashes and associated injuries. Therefore, we have developed this policy to specifically address unsafe driving practices that may not align with our company's best interests. We require all employees to take responsibility and make their work-related trips safer by adhering to this policy.

Our company has a policy for safe driving that is mandatory for all employees who drive or ride in any vehicle for company business. It is important for all employees to follow these rules to ensure the safety of all individuals involved. These safe driving guidelines are simple and straightforward, and every employee, regardless of whether they are driving or not, should be able to adhere to them without any difficulty.

Corrective action will be taken if noncompliance is found. For policy questions, contact your manager. Thank you, and please drive safely!

### Safety Rules

1. **Wear your seat belt** when driving a vehicle for company business or 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 pulling over and safely park before using a cell phone while traveling.
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.
5. **Utilize telematics.** Telematics, onboard event recorders, or other safety devices must never be defeated or rendered inoperable.

I have received and reviewed a copy of the Driving Policy. I understand the terms of this policy, acknowledge that I have received them, and follow them.

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

Date of Policy Acknowledgement: \_\_\_\_\_