

Cell Phone/Hand Held Device Use Policy

Prepared by:

Sample

Location:

Effective Date:

Revision Number: 1

Our Company recognizes that the employees are our most valuable asset, and the most important contributors to our continued growth and success. Our Company is firmly committed to the safety of our employees. Sample will do everything possible to prevent workplace accidents and is committed to providing a safe working environment for all employees.

To further this goal, Sample has developed a Cell Phone/Hand Held Device Use Policy effective .

Purpose:

Driver inattention is a factor in a majority of motor vehicle accidents. We are not only concerned about your welfare as a Sample employee, but also the welfare of others who could be put in harm's way by inattentive driving.

Mobile phone and other hand held device use while driving is a common, often harmful, distraction. Many countries and localities have prohibited mobile phone/hand held device use while driving. Researchers at the University of Toronto found the risk of having a traffic accident while using a cell phone or similar device to be the same as driving drunk. For these reasons, drivers may not use hand held devices to place work-related calls or while operating a vehicle while on company business.

As a driver, your first responsibility is to pay attention to the road. When driving on Sample business, or driving while conducting business on behalf of the company in any other manner, the following applies:

Procedures:

Definition - Mobile Hand Held Units: Hand held devices may include cell phones, pagers, palm pilots, faxes and other communication devices.

- Allow voicemail to handle your calls and return them when safe.
- If you need to place or receive a call, pull off the road to a safe location and stop the vehicle before using your phone.
- Ask a passenger to make or take the call.
- Inform regular callers of the best time to reach you based upon your driving schedule.
- The only exception to this policy is for calls placed to 9-1-1.
- If placing or accepting an emergency call, keep the call short and use hands-free options, if available.
- When receiving an emergency call, ask the caller to hold briefly until you can safely pull your vehicle off the road.

Prepared by:

Date:

Approved by:

Date:

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This cell phone/hand held device use policy is a guideline to reduce the likelihood of motor vehicle accidents. It may not prevent all motor vehicle accidents from occurring. It does not address potential compliance issues with Federal, State or local OSHA or any other regulatory agency standards. Nor is it meant to be exhaustive or construed as legal advice. Consult your licensed commercial Property and Casualty representative at Liberty Insurance Associates or legal counsel to address possible compliance requirements.

Obey the Law:

Sample is not responsible for any moving traffic violations, parking tickets or any other city ordinances or state/federal laws regarding your driving habits and operation/care of your personal motor vehicle. Any tickets issued are the employee's responsibility, even if the ticket is issued while conducting business for our company.

Other Safe Driving Precautions:

Use better judgment when road conditions are poor. Limit or avoid driving when rain, snow, or other severe weather conditions threaten your safety.

Make an effort to avoid distractions such as eating, applying makeup, paying too much attention to your radio/CD player, or other distracting behavior.

Do not drive if your ability to drive safely is impaired by the influence of medications.

Laptop computers should never be used at any time while driving.

If using a vehicle not your own (rental or otherwise), be sure to properly adjust the mirrors and familiarize yourself with the vehicle's controls before operating.

Be concerned for your coworkers' safety. Ask them to call you back at a safer time if they call you while driving.

Be aware of and practice defensive driving techniques and maneuvers.

Appendix A

Vehicle Use Policy

Vehicle Use Policy

To: All drivers of Sample

This policy applies to:

- Vehicles owned, leased or rented to Sample
- Personally owned vehicles driven by employees on behalf of Sample

The following policy has been established to encourage safe operation of vehicles, and clarify insurance issues relating to drivers and Sample.

All drivers must adhere to safety policies included vehicle use and cell phone/hand held device use policy.

All drivers must have a valid driver's license.

Motor Vehicle Records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations.

Should your record fall into our insurance carriers guidelines of an, 'unacceptable driver', your employment may be terminated.

Your supervisor must be notified of any change in your license status or driving record.

When operating your own vehicle for Sample business:

Your Personal Auto Liability insurance is the primary payer. Sample's insurance is in excess of your coverage.

You should carry at least \$300,000 per occurrence liability coverage. Evidence of insurance coverage is to be provided to Sample each year, by either a copy of your policy's Declaration page or a Certificate of Insurance.

Sample is not responsible for the Physical Damage to your vehicle. You must carry your own Collision and Comprehensive coverage.

Report mileage for expense reimbursement.

If in an accident:

Take necessary steps to protect the lives of yourself and others.

Comply with Police instructions.

Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.

Report the accident to Sample as soon as possible.

By signing this document you have read and understood the above and will comply with this policy.

Employee's Signature

Date