



Phone Free Driving Policy Example

SUMMARY

This standard describes the requirements and prohibitions for using Cellular Phones and their Bluetooth® Devices while driving on Company business or while driving a Company owned, leased or rented vehicle. The purpose of this standard is to reduce the potential for distraction and promote employee and public safety.

TARGET AUDIENCE

The target audience is Corporation and its controlled affiliates, including Company employees. This standard applies to all employees driving their personal vehicle on Company business or on Company property, and to any employee driving a Company owned, leased or rented vehicle.

REQUIREMENTS

1 Prohibited Uses of Cell Phones and Bluetooth®/Wired Devices

1.1 State law prohibits the writing, sending or reading of text based communications (email, text messages, instant messages, GPS) while driving a motor vehicle.

1.2 While State law allows drivers 18 years and older to use hands-free phones while driving, employees are prohibited from using hands-free phones, including Bluetooth® Devices (iWatch, Fitbit Surge, etc.) or other wired earpieces while driving on Company Business or driving a Company owned, leased or rented vehicle. Specifically, employees may **NOT** use Cellular phones or other Bluetooth® Devices while driving to:

- Make voice calls
- Answer voice calls
- Listen to or participate in conference calls
- Call or listen to voice mail messages
- Send voice activated texts
- Program or set any devices GPS or mapping services
- Access other programs

2 Permissible Uses of Cellular Phones and Bluetooth®/Wired Devices

2.1 Cellular Phones and Bluetooth®/Wired Devices may be used while safely and legally parked.

2.2 Personal cell phones which are partially reimbursed by the Company may be used for personal use when not conducting Company business.

3 Emergencies

3.1 In the event of an emergency, employees may use a Cellular Phone and/or Bluetooth® Device to make an emergency call to a law enforcement agency, a medical provider, the fire department or other emergency service provider agencies.

3.2 Employees may use their Cellular Phones and Bluetooth® Devices during an operational emergency as determined by their line of business.

3.3 Code of Safe Practices P-5.

(a) In case of an emergency that may result in a serious personal injury or property damage*, these rules may temporarily be modified or suspended as necessary to permit proper handling of the emergency. In any such case, the person so acting, shall be fully accountable for the reasonableness of such actions and for any incident or service interruption that results from such actions.

* Personal injury or property damage shall be understood to include public injury or significant damage to the environment or 's brand.

4 Two-Way Radios

4.1 Two-way radios (push-to-talk systems) installed in Company owned or leased vehicles may be used while driving for dispatch purposes and limited conversations.

4.2 Two-way radios shall not be used for direct dialing another user. Two-way radios are permissible on group talk frequencies.

DEFINITIONS

Cellular Phone: A portable telephone that uses wireless cellular technology to send and receive phone signals.

Bluetooth® Device: Smart technology wireless communications system intended to replace the cables connecting many types of devices, from mobile phones and headsets to hear monitors and medical equipment. Examples may include, but are not limited to: earpieces, headphones, car systems, smart watches, etc.

Two-way Radio: A radio that can both transmit and receive (a transceiver), unlike a broadcast receiver which only receives content. A two-way radio (transceiver) allows the operator to have a conversation with other similar radios operating on the same radio frequency (channel).

Company Business: Any situation where an employee is eligible to be paid or reimbursed for mileage, or, is participating in a business related call or meeting, or reviewing a Company communication (whether or not being paid).

IMPLEMENTATION RESPONSIBILITIES

- The document owner issues a Guidance Tailboard with this standard.
- All leadership personnel are to ensure that employees in their areas receive tailboards on this standard.