



## Distracted Driving Policy

**Please read the Distracted Driving Policy, sign, and return it to your supervisor.**

In order to increase employee safety and eliminate unnecessary risks behind the wheel, the Library has enacted a Distracted Driving Policy. We are committed to stopping distracted driving and have created the following rules.

- Company employees may not use a hand-held cell phone while operating a vehicle – whether the vehicle is in motion or stopped at a traffic light. This includes answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, tweets, and text messages.
- This policy applies to all employees when **any** of the following five conditions apply:
  - Operating a vehicle owned, leased or rented by the company
  - Operating a personal vehicle on company business
  - Driving on company property
  - Using a cell phone supplied by the company.
  - Using a personal phone for company business
- If company employees need to use their phones, they must use hands-free mode (I.e. Apple Car Play or similar plan) or pull over safely to the side of the road or another safe location.
- Additionally, company employees are required to:
  - Consider modifying text greetings to indicate that they are unavailable to answer calls or return messages while driving.
  - Inform clients, associates, and business partners of this policy as an explanation of why calls may not be returned immediately while traveling.

I acknowledge that I have received a written copy of the Distracted Driving Policy, that I fully understand the terms of this policy, and that I agree to abide by these terms.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (printed)

\_\_\_\_\_  
Date given to Supervisor

Date returned to Business Office to keep on file: \_\_\_\_ Business Office Clerk Initials \_\_\_\_\_

**Board Adoption: June 21, 2023**