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Mobile Device Use Policy for Drivers

Our company requires all drivers on company business and drivers operating a company-owned vehicle for personal use to adhere to the following policy parameters while operating the motor vehicle:

- Employees must comply with federal, state, or local laws and regulations that may exist to control usage of mobile devices while operating a motor vehicle.
- If it is necessary to place a cellular phone call at any time while operating a motor vehicle, the employee will safely drive his or her vehicle to an off-road location where the vehicle can be stopped without risk to the employee or any third party.
- When pulling over safely is not an option, all mobile phone use must be hands free. Any phone not equipped for hands free operation will not be used while operating a motor vehicle. Focusing on the driving task should be the driver's priority.
- Drivers will not send, or review received text messages, either on a company-owned or personally owned device.
- Drivers will not operate any other mobile device, including but not limited to a Personal Digital Assistant (PDA), converged device, pocket PC, binaural headset-based audio device, such as an MP3 player or laptop computer, either in a company owned or personally owned vehicle while on company business.
- Navigation systems will be programmed before the trip is started, not while the motor vehicle is in operation.

Any employee who fails to adhere to this policy may be subject to disciplinary action, including, for example, written warning and/or subsequent restrictions on using a vehicle for company business.

Driver Receipt:

I hereby acknowledge receipt of the Mobile Device Use Policy for Drivers. I agree to abide by the directives set forth in this policy and to conduct myself according to the standards established therein.

Signature

Date