

# Distracted Driving Policy



## **Cell phones, other electronic devices, and distracted driving: a sample company policy.**

Managers, employees, contractors, and other workers are prohibited from holding, operating, communicating, or watching the screen of a hand-held communication device:

- While driving a company vehicle
- While driving a personal vehicle to conduct business on behalf of the company
- While driving on company property
- While operating mobile equipment, such as a forklift

This policy includes cell phones, smartphones, laptops, tablet computers, MP3 players, and any other electronic devices. It applies to the use of either personal or company-issued vehicles.

In addition, all managers and employees should avoid other forms of in-vehicle distractions.

### **1. Purpose**

Distracted driving presents serious risks to our employees, contractors, other workers, and the public, and to the operation and reputation of this company. This policy has been implemented:

- To reduce the incidence of driver distractions and to ensure the safety of our employees and other persons
- To comply with the B.C. Motor Vehicle Act
- To reduce operational and financial risks
- To strengthen the reputation of the company

### **2. Responsibilities**

#### ***Owners, employers, and senior managers***

- Understand your health and safety responsibilities under the Workers Compensation Act and the Occupational Health and Safety Regulation.
- Establish and maintain a safety program that addresses safe driving practices in general and distracted driving in particular.

- Familiarize yourself with the distracted driving laws in the jurisdictions where your business operates.
- In addition to electronic devices, consider all forms of driver distraction. Apply this information to your company safety and/or site safety policy.
- Ensure that drivers and other workers have the training and/or the education they need.
- Support the safety activities of supervisors, workers, and joint committees.
- Support the investigation of fleet and grey fleet (i.e., personal vehicles driven for work purposes) vehicle collisions that occur during company business.
- Provide a copy of and promote the adoption of this policy to all employees, contractors, and other workers.
- Review all elements of your firm's driving policy on an annual basis.
- Reduce the risks associated with driving. Where practical, support alternatives to driving, such as teleconferencing, videoconferencing, or public transportation.
- Lead by example. Don't allow yourself to be distracted while driving, and never use an electronic device when driving.

### ***Supervisors***

- Ensure that employees, contractors, and other workers who are required to operate a vehicle to conduct company business are aware of and comply with this policy.
- Understand your health and safety responsibilities under the Workers Compensation Act and the Occupational Health and Safety Regulation.
- Familiarize yourself with the distracted driving laws in B.C. and other provinces or states where your workers drive.
- Ensure the safety of drivers, contractors, and other workers you supervise.
- Correct unsafe acts and conditions.
- Make sure that young and new workers receive comprehensive training, and supervise them closely. Young and new workers are at higher risk for injury.
- Where practical, explore alternatives to driving, such as teleconferencing, videoconferencing, or public transportation. For some businesses, staff use of fleet or grey fleet vehicles may not always be necessary.
- Lead by example. Don't allow yourself to be distracted while driving, and never use an electronic device when driving.

### ***Employees, contractors, and other workers***

- Reduce the risks associated with driving. Where practical, explore alternatives such as teleconferencing, videoconferencing, or public transportation.
- Familiarize yourself with the distracted driving laws in B.C. and anywhere else you drive.
- Understand your health and safety responsibilities under the Workers Compensation Act and the Occupational Health and Safety Regulation.
- Immediately report unsafe conditions to your supervisor, and know your right to refuse work that you think is unsafe.
- Comply with applicable motor vehicle laws and this policy. Don't allow yourself to be distracted while driving, and never use an electronic device when behind the wheel. (9-1-1 calls are permitted.)
- When you're behind the wheel, driving is your only job. Do not accept calls or texts while driving. Consider stowing your phone in the trunk for the duration of your journey.
- If you need to make or receive a call or text message, identify a safe place in which to park before using your electronic device.
- Create temporary voice mail messages advising your clients or business contacts

that you are currently on the road and cannot accept calls at this time.

- If you travel over longer distances, plan breaks where you can make time-sensitive business calls.
- Do not program nor adjust your GPS system, smartphone, MP3 player, or other electronic device while driving.
- Avoid other in-car distractions such as eating, drinking, grooming, reaching for dropped or misplaced items, or having emotionally charged conversations or arguments.