



EAST HARTFORD, CT BRISTOL, CT SPRINGFIELD, MA WORCESTER, MA WILMINGTON, MA FALL RIVER, MA MANCHESTER, NH

Auto Body Supplies & Paint Distracted Driving Policy

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

In order to increase employee safety and eliminate unnecessary risks behind the wheel, Auto Body Supplies & Paint has enacted a Distracted Driving Policy, effective 11/25/2019. 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, iMessage's and text messages.
- This policy applies to all employees when **any** of the following five conditions apply:
 - Operating a company vehicle
 - 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 pull over safely to the side of the road or another safe location.
- Additionally, company employees are required to:
 - Turn cell phones off **or** put them on silent before starting the car.
 - Consider modifying voice mail 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.
- Failure to comply with this policy may result Termination.

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

Employee Signature

Date

Employee Name (printed)