



## COMPANY LETTERHEAD SAFE DRIVING POLICY(SAMPLE)

Traffic crashes are the leading causes of death on the job. [Insert COMPANY NAME] is committed to establishing and following practices that make working here safe, and because we value the safety and well-being of all employees of [insert COMPANY NAME], we have and enforce the following safe driving policies.

All passengers must properly wear safety belts, regardless of where they are seated in the vehicle. **[insert COMPANY NAME] employees are required to use safety belts while operating or riding in any motor vehicle. On company business or personal time, [insert COMPANY NAME] employees must be buckled up at all times in a passenger or commercial vehicle.** [Insert COMPANY NAME] employees also are strongly encouraged to require all occupants in any vehicle to obey this policy and to wear their safety belts. Employees also are reminded that state law requires children younger than 8 years old be secured in an age-appropriate child safety seat unless they are at least 4 feet 9 inches tall.

Using a cell phone while driving increases the risk of a crash by four times, and texting increases crash risk by 23 times. **[insert COMPANY NAME] employees are not allowed to use cell phone or any other electronic device, either hand-held or hands-free, while operating a motor vehicle. [Insert COMPANY NAME] employees must not initiate or respond to phone calls, read or respond to text messages, emails or social media while driving a passenger or commercial vehicle.** [Insert COMPANY NAME] employees who need to make an emergency call must first park the vehicle in a safe location.

A person can be impaired by alcohol or other drugs, regardless of their BAC. **Employees of [insert COMPANY NAME] may not use alcohol or other drugs before or while operating a motor vehicle, whether on company business or personal business.**

Aggressive driving can include speeding, tailgating, lane weaving and running red lights or stop signs. **[insert COMPANY NAME] employees are expected to obey all traffic laws. This includes speed limits, traffic signals and signs, etc.** The best response to aggressive driving habits is solid defensive driving skills. For decades, studies have consistently shown that graduates of defensive driving courses are safer drivers.

**Failure to follow these company policies, on or off the job, may result in [insert CONSEQUENCES WHICH YOU DEEM APPROPRIATE, SUCH AS VERBAL OR WRITTEN WARNING, DISMISSAL, OTHER.]**

### MOTOR VEHICLE SAFETY POLICY ACKNOWLEDGEMENT

I have received a written copy of [insert COMPANY NAME] Safe Driving Policy. I have read and fully understand the terms of this policy and agree to abide by them. **Sign and print your name, add today's date, and return this form to your supervisor.**

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

\_\_\_\_\_  
Date

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