



Texting While Driving Toolkit

Sample Company Policy

Usage

This text can be used to create a company policy on texting while driving. **This wording is only an example.** **Companies are urged to involve their human resource and legal organizations in deciding whether or not to establish and implement an actual policy.**

Item

Employees are required to be familiar with and comply with local laws before using a wireless device while operating a motor vehicle for business purposes. Safe operation of any vehicle in the performance of Company business is the responsibility of the driver and must be given appropriate attention at all times. In every situation, do not use a wireless device while the vehicle is in motion if doing so distracts attention from driving. Additionally, all employees are prohibited from using data services on their wireless devices, such as texting or accessing the mobile web or other distracting activities, while driving.