

# Drive Employees...

TO A COMPANY-WIDE TRAFFIC SAFETY POLICY:  
NO MORE DISTRACTED DRIVING



## SAMPLE DISTRACTION-FREE DRIVING POLICY

Use or adapt this sample text to create your company's policy about cell phone use and driving. Be sure to put your policy on company letterhead and run a final draft of your policy by your management and legal team before you give it to employees and make it official.

### COMPANY LETTERHEAD DISTRACTION-FREE DRIVING POLICY (SAMPLE)

Traffic crashes are among the leading causes of death and injuries in Texas. Because [Insert COMPANY NAME] is committed to establishing and following practices that make working here safer, and because we value the safety and well-being of all employees of [insert COMPANY NAME], we are instituting a distraction-free driving policy to promote safe driving habits.

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 must refrain from using PDAs and cell phones, 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 or emails while driving a passenger or commercial vehicle. [insert COMPANY NAME] employees who need to make an emergency call while on the road must first park the vehicle in a safe location.

Failure to follow company policy and refrain from talking on the phone, texting or emailing while driving on or off the job may result in [insert CONSEQUENCES WHICH YOU DEEM APPROPRIATE, SUCH AS VERBAL WARNING, WRITTEN WARNING, DISMISSAL, OTHER].

### MOTOR VEHICLE SAFETY POLICY ACKNOWLEDGEMENT

I have received a written copy of [insert COMPANY NAME]'s distraction-free driving policy. I 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)



**Create A COMPANY  
OF safe drivers!**  
[txdrivingconcern.org/safecompany](http://txdrivingconcern.org/safecompany)

The National Safety Council saves lives by preventing injuries and deaths at work, in homes and communities, and on the roads, through leadership, research, education and advocacy. For more information about safe driving in Texas, please visit the Texas Chapter of the National Safety Council at [txdrivingconcern.org/safecompany](http://txdrivingconcern.org/safecompany), call 888-222-4143 or email [texas@nsc.org](mailto:texas@nsc.org).

# THE HIGH COSTS OF CRASHES

Motor vehicle crashes are the **leading cause of unintentional workplace deaths** in the United States. (NSC)

In 2011, motor vehicle crashes in Texas resulted in **3,015 fatalities** and **\$21.9 billion in economic losses**. (TxDOT)

A average workplace motor vehicle crash **costs an employer more than \$24,000**. If the employee is injured, the average cost increases to **more than \$125,000**. (Zaloshinga & Miller)

## WHO **SHOULD** ATTEND THESE TRAININGS?

### These trainings are ideal for:

- Company owners
- Managers
- Supervisors
- HR professionals
- Safety professionals
- Safety Instructors

Texas employers spend **\$3.5 billion** every year as a result of on-the-job and off-the-job traffic injuries and fatalities. (NHTSA)

Off-the-job crashes are especially costly, accounting for **80 percent** of motor vehicle crash health-related fringe benefit costs and **92 percent** of employer crash-related health care costs.

Employers must realize the full extent of their exposure to liability, as multimillion-dollar settlements become increasingly common for lawsuits involving motor vehicle crash fatalities.

TRAFFIC CRASHES NOT ONLY TAKE AN EMOTIONAL TOLL ON THEIR VICTIMS, **BUT THEY ALSO IMPACT BUSINESSES.**

About half of all crash-related injuries result in days away from work, which can greatly impact employer costs, including:

- Health, life and disability insurance premiums
- Sick leave
- Contributions to workers' compensation medical and disability insurance
- Liability insurance
- Crash-related legal expenses
- Lost productivity
- Recruiting and training to replace an injured employee

Given the enormous expenses associated with crashes and injuries, it is necessary to train your employees to drive safely and develop a companywide traffic safety program.



# OUR DRIVING CONCERN: **MAKING A DIFFERENCE**

These free training programs cover a variety of traffic safety topics through five different modules. Each module is designed for you to take the information back to your company and present it to your employees.

- Our Driving Concern: Making a Difference (Overview)
- Distracted Driving
- Impaired Driving
- Aggressive Driving
- Passenger Restraint

The overview module describes the problems of risky driving behaviors and how it affects your company. This program is designed to reduce the financial and emotional impact of crashes - both on and off the job. Through interactive instructional methods, participants are prompted to consider modifying risky driving habits.

The four behavior-specific presentations are designed to engage and reinforce good driving habits. The goal is to connect participants' behaviors with risky driving behaviors in an engaging way and to encourage safe driving.

After completing the training, participants will receive their own copies of the curriculum to present to their companies, employees and communities.

The National Safety Council recommends employers develop a comprehensive set of motor vehicle safety policies addressing cell phone use behind the wheel, impaired driving and safety belts.

Visit us at [txdrivingconcern.org](http://txdrivingconcern.org) for additional **FREE** resources including:

- Fact sheets
- Posters
- Payroll stuffers
- White papers
- Webinars
- Newsletters



Companies cannot control roadway conditions, but they can equip their employees with the proper safe driving training.



Don't wait for a costly crash – **RSVP for a free employer traffic safety training today!**



## OUR DRIVING CONCERN

TEXAS EMPLOYER TRAFFIC SAFETY PROGRAM

A PROGRAM OF THE NATIONAL SAFETY COUNCIL

## PROTECT YOUR EMPLOYEES

Our Driving Concern offers a free training program to teach your employees the basics of traffic safety and help prevent costly crashes.

**RSVP today** for one of our free train-the-trainer classes or schedule your own by contacting:

**Lisa R. Robinson, CFLE**  
Program Manager

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