



Loss Control Best Practice

Line of Business: Auto

Subject: Distracted Driver Policy / Program

Purpose:

The purpose of this best practice is to describe the key components that should be part of an organization's distracted driver policy / program.

Recommendations:

- A. Policy Statement:** The actual policy should be prefaced by a statement of the organization's position to prevent accidents and reduce risks by banning cell phone use and other distractions while "acting within the scope of his or her employment".
- B. Cell Phone Use Laws:** Currently, Arizona does not have any statewide bans for cell phone use or texting. However, bans are in place for school bus drivers using cell phones and texting bans are in place for the cities of Phoenix, Flagstaff, and Tucson. Note: Hand-held cell phone use is prohibited for all CDL vehicle operators.
- C. Define the situations governed by the policy:** Suggested cell phone policy scope (National Safety Council) Use of cell phones are banned:
- When employee is operating a vehicle owned, leased or rented by the organization.
 - When the employee is operating a personal motor vehicle in connection with the organization's business.
 - When the motor vehicle is on organization property.
 - When the cellular telephone or mobile electronic device is owned or leased by the organization (this may be extended to off-the-job use of the device).
 - When the employee is using the cellular telephone or mobile electronic device to conduct organization business.

(Each organization will need to determine if hands free devices are banned along with hand held devices. The National Safety Council recommends a complete ban. The policy / program could also address other driver distractions beyond mobile electronic devices see link below 10 Deadliest Driver Distractions)

D. Policy / Program Communication

- Copies of the policy / program need to be made available for all employees driving for business.
- Organizations should consider a signed acknowledgement of the policy by employees driving on business with copies in personnel files. The acknowledgement should include the situations where cell phones and mobile devices use are prohibited and disciplinary actions for violation of the policy.
- Like all safety initiatives, plan on periodically reminding employees about the need to comply with the policy.

(The National Safety Council has developed a Distracted Driver Resource Kit that provides materials to develop and implement a distracted driver policy / program. The kit is free of charge via a download and the link is

provided at the end of this document)

E. Disciplinary Actions: The policy / program like other policies needs to contain a component for the consequences resulting from policy violations. These need to be clearly identified and communicated to the employees and strictly adhered to.

Resources and References:

Distracted Driver Resource Kit – National Safety Council

<http://safety.nsc.org/cellphonekit>

US Government Website for Distracted Driving

<http://www.distraction.gov/>

10 Deadliest Driver Distractions

<http://www.propertycasualty360.com/2013/04/11/10-deadliest-driving-distractions>

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