

DISTRACTED DRIVING POLICY

In order to increase employee safety and eliminate unnecessary risks behind the wheel, ***DelliQuadri Lawn Maintenance and Landscaping Contractors***, Inc. has enacted a Distracted Driving Policy. We are committed to stopping distracted driving, and have created the following rules.

- Company employees may not use a hand-held or hands-free [optional, but highly recommended] 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 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 in a write up stated previously in the manual.

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.

Signature: _____

Date: _____

Print: _____