



Cell Phone Policy Kit



National Safety Council Employee Policy

Recommended Usage

The following policy is NSC's current Motor Vehicle Safety Policy which includes a comprehensive section on distracted driving. This policy can serve as a model for your organization's policy.

Motor Vehicle Safety

The National Safety Council is a global leader in motor vehicle safety. This reputation has been earned through our leadership in defensive driving, our advocacy for transportation and highway safety and our commitment to establishing and following best practices that make driving safer.

As employees of NSC, we must embrace safe driving practices and hold ourselves to a higher safety standard while driving or riding in motor vehicles.

This policy addresses four areas of motor vehicle safety: Defensive Driving, Safety Belt Use, Driving Under the Influence, and Distracted Driving.

Defensive Driving

NSC employees are expected to drive defensively at all times and to obey all traffic laws. This includes adherence to all speed limits, traffic signals and signs.

Since the NSC originated the concept of defensive driving in 1965, studies have consistently shown that graduates of defensive driving courses are safer drivers.

Therefore: NSC employees are required to complete a Defensive Driving Course at least once every three years in order to refresh defensive driving skills. This may be done by completing a classroom or online DDC program.

Safety Belt Use

NSC employees are required to use safety belts while operating or riding in any motor vehicle. Laws requiring safety belt use have been enacted in 49 U.S. states and in most foreign countries. NSC employees are encouraged to ask all occupants in any vehicle to obey these laws and to wear their safety belts.

Therefore: When driving on personal time or company business, NSC employees are required to use safety belts while operating or riding in any motor vehicle. NSC employees are strongly encouraged to ask all occupants in any vehicle to obey these laws and to wear their safety belts.



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Driving Under The Influence (DUI)

Driving under the influence of alcohol and drugs is against the law.

Therefore: The Council reserves the right to terminate an employee immediately if he or she is convicted of driving under the influence.

Distracted Driving

Of increasing concern to the National Safety Council and other traffic safety advocates is the proliferation of mobile electronics. Numerous studies have demonstrated how the use of cell phones and other wireless devices while driving pose a significant safety risk to motorists, their passengers and others on the road. In fact, scientific studies have shown that cell phone use while driving increases the risk of being in a crash 4 times.

Studies have compared the risk of slower reaction times caused by cell phone use to those of driving with a blood alcohol content of .08, which would constitute a drunk driving violation in all 50 states. Researchers have also found that hands-free devices do not remove this risk because they do not reduce the distraction associated with a cell phone conversation. Studies show that the level of attention blindness during a cell phone conversation is similar for both handheld and hands-free devices.

Therefore: When driving on personal time or company business, NSC employees may not use cell phones (including hands free) or any other mobile electronic devices while operating a motor vehicle. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, reading or responding to e-mails and text messages, adjusting a Global Positioning System (GPS) and accessing the Internet.

These restrictions do not apply to calls made to report an emergency. In all such cases, all cautionary measures should be practiced.

Furthermore, NSC employees are required to:

- Consider turning off, putting on silent or vibrate wireless phones or other devices before starting the car.
- Pull over to a safe place and put the vehicle in "Park" if a call must be made or received while on the road.
- Consider modifying your voice mail greeting to indicate that you are unavailable to answer calls or return messages while driving.
- Inform clients, associates and business partners of this NSC policy as an explanation of why calls may not be returned immediately.
- Pull over to a safe place and put the vehicle in "Park" to make adjustments to a Global Positioning System (GPS) or other navigation devices.



In conclusion: The National Safety Council is concerned about the safety and wellbeing of its employees. And, as a leader in traffic safety it is important that we serve as role models and display safe behavior on the roads at all times. To that end we are holding our employees to the highest standard of safety. This is so important that violations of this policy will be considered serious and may result in the imposition of discipline up to and including termination.

Below is a Statement of Acknowledgement that says you have read and fully understand NSC's policy. Please sign it and return it to your supervisor. If you have any questions regarding this policy please contact your supervisor.

MOTOR VEHICLE SAFETY POLICY ACKNOWLEDGEMENT

I have received a written copy of the Council's Motor Vehicle Safety policy. I fully understand the terms of this policy and agree to abide by them.

Employee Signature

Date

Employee Name (printed)

Please sign and return to your supervisor.

Disclaimer: Although the information and recommendations contained in this publication have been compiled from sources believed to be reliable, the National Safety Council makes no guarantee as to, and assumes no responsibility for, the correctness, sufficiency or completeness of such information or recommendations. Other or additional safety measures may be required under particular circumstances. Visit distracteddriving.nsc.org for the latest material and updated content for the Cell Phone Policy Kit.