



Cell Phone Policy Kit



Sample Article with Safety Tips

Recommended Usage

The following tips offer ways to make it easier to not use cell phones while driving. The tips can be distributed via e-mail, newsletter or intranet, as well as passed out to employees at meetings. The one-hour course included in this kit asks participants to brainstorm more ideas for preventing the use of cell phones while driving. You may hear new ideas from your employees to add to the list below.

Tips for Cell Phone-Free Driving

Before You Drive

- Develop a habit of turning off your cell phone when you get in your vehicle, and turning it back on when you are done driving. If you can't turn your phone off, put it on vibrate or silent mode.
- Put your cell phone in your trunk to avoid temptation.
- Record a voice mail greeting telling callers it is not safe to make calls while driving, and you will return their call as soon as you are able.
- If you spend a lot of time on the road, organize your route and schedule to allow time to make and return phone calls from the parking lot of one location before leaving to drive to the next one. This strategy has helped employees who drive frequently to maintain productivity and accessibility.

While You Drive

- Do not make or answer cell phone calls, even with hands-free and voice recognition devices. If you must make an emergency call, leave the road and park in a safe area.
- Do not send or read text messages or e-mail.
- If you are driving with a passenger, allow them to operate the phone.
- Let someone else drive so that you can freely make or receive calls.
- Enjoy cell phone-free driving; focus on the road. Protect your life and those around you.



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Tips for Distraction-Free Driving

Before You Drive

- Familiarize yourself with the controls in your vehicle, especially if you are borrowing someone else's car or driving a rental.
- Adjust vehicle controls such as mirrors, seat, radio, heat or air conditioning.
- Plan ahead. Read maps and check traffic conditions.
- Program directions into your navigation system. Enable the voice-activated function.

While You Drive

- Do not program a navigation system that requires you to reach away from the steering wheel or look away from the road.
- Do not reach down or behind your seat, pick up items from the floor, open the glove box or try to catch falling objects in the vehicle. These actions lead to significantly increased crash risk.
- Avoid emotional, angry or stressful conversations with passengers, or pull off the road and park in a safe area. But for normal conversation, passengers in the vehicle can often help lower crash risk for adult drivers.
- Do not focus your eyes on objects away from the road for longer than the quick glances we need to be aware of the driving environment. Crashes often result from simply looking away for several seconds.

It is up to each of us to take responsibility for our actions behind the wheel.

- You are the only person who can control your behavior behind the wheel.
- Every driving decision you make has consequences, for you and others.
- The consequences of a poor driving decision can range from a traffic violation to a costly crash, a life-changing injury or even a fatality.

Make it your goal to be a distraction-free role model for other drivers. Visit distracteddriving.nsc.org for more information.

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.