



Distracted Driving Policy

Supplemental Requirements for Using Company Vehicles and Personal Vehicles for Company Business (Applicable to All Members of Texas Mutual's Safety Services Department)

Effective May 12, 2011

Seat Belt Use

According to the National Highway Traffic Safety Administration (NHTSA), 63% of those killed in car accidents were not wearing a seat belt.

To protect you and vehicle passengers, you will wear a seat belt properly while riding in or operating any vehicle on company business or while in a company vehicle. In addition, the driver is responsible for ensuring that all passengers are properly buckled up while the vehicle is in operation. This should be done in compliance with all applicable laws.

Driving Distractions

The NHTSA estimates that 80 percent of vehicle crashes involve some form of driver inattention within 3 seconds of the event. Your primary responsibility, while operating a vehicle, is driving the vehicle safely. For your safety, and the safety of others, it is our policy that you not engage in activities that cause you to become distracted from this responsibility.

The following policies apply:

1. Use of cell phones while driving should be extremely limited. If you must accept an incoming call, it should only be done with a hands-free device, and the duration of the call should be limited to a short (seconds) and immediate need. Any cell phone use while driving should only be done with great discretion and only if traffic conditions permit. If it requires more than a quick response, let the person know you are driving and either pull off to a safe location or let them know you will call them back when you can get to a safe location. Contact your Supervisor to obtain an approved hands-free device.
2. If you need to place a call, pull off to a safe location before placing the call. Placing a call while operating a vehicle on company business is strictly forbidden.
3. Sending or receiving text messages, checking email, checking social networks, using the Internet or reading printed materials while driving is strictly forbidden.
4. Any accident the driver is involved in while using a wireless communication device will be deemed avoidable. If you are involved in an accident while operating a vehicle on company business, and you are conducting a call, texting, or accessing and using internet transmissions, you may be subject to corrective actions, up to and including termination.
5. Activities such as eating, drinking beverages, adjusting radio controls or adjusting climate controls should only be done if traffic conditions permit and when you can do them without taking your attention away from driving.

Remember, your responsibility to yourself and others is getting where you are going safely. Avoid activities that will distract you from this responsibility.