

# Pocket Policy Card

## Hands-Free

The following pocket policy card is a useful reminder of your company's policy. It can be copied and laminated for distribution to employees. If your organization maintains a fleet of vehicles for employee use, you may store this card with your vehicle log or daily checklist.

The card below has sample language that coordinates with the sample policies in this kit. If your organization's policy differs from our samples, make sure your pocket card reflects the language in your policy.

### Cell phone and driving policy

Employees may not use cell phones or hands-free voice recognition while operating a motor vehicle. This includes, but is not limited to:

- Answering or making phone calls
- Reading or responding to emails and text messages
- Accessing phone apps or the Internet
- Using voice features for calling, setting navigation directions, changing music

In an emergency, drive to a safe location, pull over, and put the vehicle in park before calling to report an emergency.



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### Safe driving suggestions

- Put cell phones on vibrate or silent mode, turn the device off or turn phone on driving mode before starting the car.
- Pull over to a safe place and put the vehicle in park if a call must be made or received, or to make adjustments to your navigation/GPS.
- Modify your voicemail greeting to indicate you are unavailable to answer calls or return messages while driving.
- Inform clients, associates and business partners of company policy to explain why calls may not be returned immediately.

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