

<Insert Company Letterhead or Logo>

## Safe Driving Policy

<Insert Effective Date>

Motor vehicle crashes are a leading cause of death and injury for working adults. At <Insert Company Name> we are committed to creating a safe work environment and protecting our most valuable asset – our employees. As part of that commitment, we have established and actively enforce safe driving policies to support the safety and well-being of everyone who represents <Insert Company Name> on the road.

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### 1. Seat Belt Use

Ohio law requires all drivers and front-seat passengers to wear seat belts. All <Insert Company Name> employees must wear seat belts in **all seating positions** when:

- Driving a company-owned, leased, or rented vehicle
- Operating a personal vehicle for work-related purposes
- Riding as a passenger in any vehicle used for work purposes

Employees are **strongly encouraged** to always wear seat belts off the job and promote seat belt use among passengers.

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### 2. Mobile Device Use While Driving

To reduce distraction-related crashes:

- **All use of mobile devices while driving is prohibited** by this policy, including hands-free features (e.g., Bluetooth, speakerphone)
  - Texting, dialing, reading messages, or handling a device while driving is not allowed
  - Employees must **safely pull over** and stop the vehicle before using any electronic device, except in an emergency
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### 3. Driving Under the Influence

Employees may **not** operate any vehicle under the influence of:

- Alcohol
- Cannabis or THC-containing products
- Illegal drugs
- Prescription or over-the-counter medication that may impair driving ability

Impairment at any level is unacceptable and unsafe.

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#### 4. Aggressive Driving

Aggressive driving behaviors such as speeding, tailgating, weaving through traffic, or running red lights are dangerous and often illegal. Employees are expected to:

- Obey **all** traffic laws
- Drive courteously and defensively
- Represent <Insert Company Name> positively while on the road

Safe driving is encouraged on and off the job.

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#### 5. General Driving Requirements

To operate any vehicle for work-related purposes, employees must:

- Possess a valid driver's license appropriate for the vehicle being driven
  - Immediately notify their supervisor or HR if their license is suspended, revoked, or expired
  - Take regular rest breaks on long trips to reduce fatigue and improve concentration
  - Report any crashes, incidents, near-misses, or unsafe conditions while driving for work to a supervisor as soon as possible
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#### 6. Policy Violations

Failure to follow this policy may result in disciplinary action, including:

- Verbal or written warnings
  - Loss of company vehicle or driving privileges
  - Suspension or termination of employment
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#### 7. Commitment to Behavior Change

Safety is a shared responsibility. We will support safe driving by:

- Providing regular training
  - Posting visual reminders
  - Encouraging leadership to model best practices
  - Promoting open discussion and personal responsibility for safe driving
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**8. Safe Driving Policy Acknowledgement**

I, \_\_\_\_\_, acknowledge that I have received and read <Insert Company Name>'s Safe Driving Policy. I understand its contents and agree to follow the policy while driving for work or operating a company vehicle.

Employee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Effective Date: \_\_\_\_\_

***Please return this signed acknowledgment to your supervisor or HR representative.***