

COMPANY POLICY ON HAND-HELD COMMUNICATIONS DEVICES

The Federal Motor Carrier Safety Administration has implemented a strict policy that prohibits the use of hand held communications devices. In response to this regulation, our company is implementing the following company policies:

- 1) Cell phone use while operating a company vehicle is expressly prohibited. This prohibition includes the use of the following:
 - Cell Phones
 - *PDA's*
 - Texting
 - Qualcomm or similar devices
- 2) If you are required to make or receive a call, find a safe location (not the shoulder of the highway) and park your vehicle before using a communication device.
- 3) If you receive an incoming call while driving, allow it go to voice mail and, if necessary, respond after finding a safe place to stop your vehicle.
- 4) Although not prohibited by federal regulation, the company believes that blue-tooth devices create a distraction for the driver and is therefore prohibiting the use of such devices while driving.
- 5) If making an emergency call to 911 or other authorities, find a safe location to park your vehicle prior to using the phone.

Our company is dedicated to both compliance with state and federal laws and is committed to operating safely. Distracted driving represents an unacceptable risk to the public. Drivers who violate the rules governing hand-held communication devices shall be subject to disciplinary action up to and including termination.

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I have received and read the above policy on hand held communication devices and agree to comply with it.

Signed _____ Dated _____

(To be placed in the driver's personnel file)