



# RISK CONTROL



Risk control at UFG Insurance | riskcontrol@unitedfiregroup.com

## Cell phone usage policy

### **distracted driving policy**

To improve employee safety and eliminate unnecessary risks while operating a vehicle,

\_\_\_\_\_ has enacted a distracted driving policy,  
effective \_\_\_\_\_.

We are committed to ending the epidemic of distracted driving and have developed the following policy which applies to any employee operating a company vehicle or a personal vehicle used for company business.

**The policy applies to company issued cell phones, personally owned cell phones, hands-free devices, and similar electronic devices.**

- Keep cell phone and Bluetooth® off while the vehicle is moving.
- Allow voicemail to handle your calls and return them when safe.
- If you need to place a call or a text, pull off the road to a safe location and stop the vehicle before using your phone.
- Inform regular callers of the best time to reach you based upon your driving schedule.
- Modify voicemail greetings to indicate that you are unavailable to answer calls or return messages while driving.
- The consequences of not following this policy are:

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**I fully understand the terms of this policy, agree to abide by these terms and will accept the consequences of failing to follow the policy.**

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE NAME (PRINTED)

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