**Sample Mobile Device Policy**

Accident Statistics show that using mobile devices, such as cellular phone, laptops, personal digital assistants, navigation systems, and portable digital audio and video players, while operating a motor vehicle, is distracting and can substantially increase the risk of being involved in a crash. To help prevent the possibility of vehicle crashes, our company has adopted the following mobile device policy, applicable to all employees while driving a company vehicle at any time.

1. Our Company’s policy is as follows:
   1. Employees must comply with all applicable laws and regulations regarding the use of mobile technology while driving.
   2. Use of handheld cellular phones while driving is prohibited.
   3. Cellular phone calls using hand-fee technology while driving is discouraged. To minimize the impact of distraction, calls, if any, should be brief. Extended conversations should be made while not driving.
   4. Sending or reading text message or emails, dialing cellular phones, viewing television, videos or DVDs and inputting data into laptop computers, personal digital assistants or navigation systems is prohibited while driving.
   5. Accidents incurred while the employee is using the mobile device ay be considered preventable, and subject to disciplinary actions.
2. I have read the above policy and will abide it.
3. Lastly, have your employee sign and date the policy.