1007: Driver Distractions

1000: Insurance & Claims · https://milo.masseyservices.com/docs/1007-driver-distractions/

Section: Insurance & Claims

Subject: Driver Distractions

Approved by: Adam Jones

Effective Date: 1 June 2007

Last Reviewed Date: 1 June 2007

Policy Owner: VP Quality Assurance

Policy

1. **Purpose**
   - To educate all team members on the dangers of driving distractions. There are many distractions that our team members face during the day while driving a vehicle. Our primary goal is to teach the importance of safe work habits at all times.

2. **Priorities**
   - To offer a Best Practice guideline for team members to follow while driving a company vehicle. To understand our risks we have identified distractions that our team members may currently be exposed to while driving a company vehicle.
     - **Cell Phones**

       Team members who use cell phones should refrain from making or receiving calls while driving. If the team member has to use their phone the mandatory use of a hands free device is required. If hands-free is not available then the team member will ensure that the vehicle is stopped and parked in a proper parking area before the call is answered or returned. Team members need to safely exit the vehicle to make the call.
     - **Pagers**

       Before the use of this device the team member should make sure that the vehicle is stopped

and parked in a proper parking area. Text paging is prohibited while driving.

- **PDA’s**

  Before the use of this device the team member should make sure that the vehicle is stopped and parked in a proper parking area. Text paging is prohibited while driving.

- **Reading map books or GPS**

  When driving in unfamiliar areas plan your route before driving. If team members need to refer to the map while driving, park the vehicle before reading the map.

- **Eating**

  Team Members are encouraged to not eat while driving. To avoid spills all beverages should be in a spill proof container. The vehicle should be parked in a proper parking area while eating.

- **Traffic-external distractions**

  Team members should be aware of their cushion of safety at all times and avoid external distractions.

- **Adverse Weather Conditions**

  Team members are advised to adjust their vehicle speed to better handle road conditions due to adverse weather.

  ALL TEAM MEMBERS SHOULD REFRAIN FROM DOING ANYTHING THAT INTERFERES WITH THE SAFE USAGE OF YOUR COMPANY VEHICLE.

3. **Responsibilities**
   - **General Managers**
     - Responsible for individual team member training in the service center
     - Report all verifiable training to Risk Management
   - **Risk Management**
     - Responsible for Corporate team member training
     - Responsible for reporting to Regional Managers and the appropriate Vice President.

4. **Training**

- All training will be conducted through Massey University which will require annual certification. New hires will receive a copy of this policy with the new hire package.

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