HOPE COLLEGE Distracted Driving Policy

Please read the Distracted Driving Policy below, sign on the appropriate line, and return to your supervisor.

In order to increase employee safety and eliminate unnecessary risks behind the wheel, Hope College has enacted a Distracted Driving Policy, effective 2/2/2012. We are committed to avoiding the perils of distracted driving and have created the following policy which applies to any employee operating a Hope College vehicle

- Hope College employees may not use a hand-held cell phone while operating a college vehicle – whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, and text messages.

- If Hope College employees need to use their phones, they must pull over safely to the side of the road or another safe location.

- Additionally, Hope College employees are required to:
  o Turn cell phones off or put them on silent before starting the car.
  o Consider hands free, walkie talkie, or radio to radio communications instead of cell phones.
  o Inform clients, associates and business partners of this policy as an explanation of why calls may not be returned immediately.

- Failure to abide by this policy could jeopardize your ability to use a college owned vehicle and, if applicable, your personal CDL driver’s license. Due to the potential of personal injury to yourself and others, the college could consider disciplinary action as well.

I acknowledge that I have received a written copy of the Distracted Driving Policy, that I fully understand the terms of this policy, and that I agree to abide by this policy.

_________________________________________               ______________________
Employee Signature       Date

_________________________________________
Employee Name (printed)