

Distracted Driving Policy

Patchogue-Medford Library has a vital interest in maintaining a safe, healthy and efficient working environment for its employees. This includes a safe and appropriate environment while traveling on company business. Distracted driving is a serious safety risk, not only to the driver, but also to other occupants in the vehicle, other vehicles on the road and pedestrians. The use of handheld and hands-free devices while driving poses a significant safety risk to motorists, their passengers and others on the road. In order to reduce the risks associated with distracted driving, employees are expected to do the following when driving a company-owned motor vehicle:

- Avoid using handheld or hands-free mobile electronic devices or voice features in vehicles while operating a motor vehicle.
- Program any global positioning system (GPS), music device, or dashboard/voice infotainment system prior to departing. If adjustments are needed while driving, pull over to a safe place out of traffic lanes and put the vehicle in “Park” to make the appropriate adjustment.
- Turn on the “Do Not Disturb” feature on smartphones and other mobile devices. If the feature is not available, turn off or silence mobile devices to prevent distraction.
- Drivers should also refrain from eating, drinking, reading and other activities that may divert attention away from the task of driving.
- Drivers must pull over safely to the side of the road or another safe location before checking messages, returning calls, text messaging, emailing, reading maps for directions, or programming/resetting GPS devices.

A violation of this policy will subject the employee to disciplinary action up to and including termination. I acknowledge that I have received a written copy of the Distracted Driving Policy, that I fully understand the terms of this policy, that I agree to abide by these terms, and that I am willing to accept the consequences of failing to follow the policy.

Employee Signature

Date

Employee Name