

Drive Employees...

**TO A COMPANY-WIDE TRAFFIC SAFETY POLICY:
NO MORE DISTRACTED DRIVING**



TIPS FOR CELL PHONE-FREE DRIVING

BEFORE YOU DRIVE

- Start a habit of turning off your cell phone when you get in your vehicle and turning it back on when you are done driving. If you can't turn your phone off, put it on vibrate or silent mode.
- Put your cell phone in your trunk to avoid temptation.
- Record a voice mail greeting telling your callers that it is not safe to make calls while you are driving, and you will return their call as soon as you are able.
- If you spend a lot of time on the road, organize your route and schedule so you can make phone calls from the parking lot of one location before driving to the next one. This strategy has helped employees who drive frequently to maintain productivity and accessibility.

WHILE YOU DRIVE

- Do not make or answer cell phone calls, even with hands-free and voice recognition devices. If you must make an emergency call, leave the road and park in a safe area first.
- Do not send or read texts or emails.
- Let someone else drive so that you can freely make or receive calls.
- If you are traveling with a passenger, allow them to operate the phone.
- Enjoy cell phone-free driving; focus on the road. Protect your life and those around you.

TIPS FOR DISTRACTION-FREE DRIVING

BEFORE YOU DRIVE

- Be familiar with the controls in your vehicle, especially when you are borrowing someone else's car or driving a rental.
- Adjust vehicle controls such as mirrors, seat, radio, heat or air conditioning.
- Plan ahead. Read maps and check traffic conditions.
- Program directions into your navigation system. Enable the voice-activated function.

WHILE YOU DRIVE

- Do not program a navigation system that requires you to reach away from the steering wheel or look away from the road.
- Do not reach behind your seat, pick up items from the floor, open the glove box or try to catch falling objects in the vehicle. These actions lead to significantly increased crash risk.



**Create a COMPANY
OF safe drivers!**
txdrivingconcern.org/safecompany

The National Safety Council saves lives by preventing injuries and deaths at work, in homes and communities, and on the roads, through leadership, research, education and advocacy. For more information about safe driving in Texas, please visit the Texas Chapter of the National Safety Council at txdrivingconcern.org/safecompany, call 888-222-4143 or email texas@nsc.org.

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- Avoid emotional conversations with passengers that cause anger or stress, or pull off the road and park in a safe area to continue the conversation. For normal conversation, passengers in the vehicle can often help lower crash risk for adult drivers.
- Do not focus your eyes away from the road for longer than the quick glances we need to be aware of our driving environment. Crashes often result from simply looking away for several seconds.

It is up to each of us to take responsibility for our actions behind the wheel.



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