

<b>ABC Company</b>	<b>POLICY / PROCEDURE</b>	No.	0.001
	<b>Distracted Driving Policy</b>	Effective Date	11/29/2015
		Revision Letter	A
		Final Approver	<b>A Edwards</b>

## 1.0 Purpose

The Distracted Driving Policy of the ABC Company shall provide guidelines for work related vehicle use. To ensure that work related vehicle use is conducted safely and in compliance with the Traffic Safety Act of Alberta and pursuant to Distracted Driving Regulations of Alberta. Guidelines are provided in section 6.0 Procedures.

## 2.0 Scope

Operation of a motor vehicle in the province of Alberta

2.1 All employees, whose work for ABC Company involves the operation of a motor vehicle.

2.2 Consultants, contractors, sub-consultants and sub-contractors

Exclusion Statement: Work conducted outside of the province of Alberta is excluded from this policy

## 3.0 Policy

The Distracted Driving Policy of the ABC Company is to ensure the following:

3.1 Work related vehicle use is carried out safely and in compliance with the Traffic Safety Act of Canada, and pursuant to Distracted Driving Regulations of Alberta. It is required that drivers will drive with care and attention at all times during work related vehicle use, and reasonable consideration for persons using the highway will be taken. The following activities are prohibited during work related vehicle use:

3.1.1 Printed Material: reading, writing or drawing is prohibited.

3.1.2 Communication Devices: any hand held communication device such as cellular telephone or two way radio use is prohibited, unless the device is hands free, or the device is used to communicate with ABC Company or emergency response units.

3.1.3 Electronic Devices with screens: electronic device with a screen e.g., MP3 players, cellular telephones, tablets, laptop computers or televisions, must not be visible to the driver. However, the use of GPS units, logistical tracking or dispatch systems, or collision avoidance systems is allowed.

Personal grooming: including application of make-up, styling of hair, clipping of nails etc. is prohibited.

[Write the objectives, strategies, goals, culture, vision, mission, or other guiding principles to the topic stated in the Purpose section. Begin the policy section with the statement below. If there is only one policy statement, then write it as a single paragraph. If there is more than one policy statement, then use the style numbering starting with 3.1 after the opening sentence. *The Formatting Style for this text is called, "Main Paragraph – No Number."*]

This Policy/Procedure of the ABC Company shall [ensure/provide] the following:

## 4.0 Definitions

4.1 Work related vehicle use: The use of a vehicle related to work for ABC Company.

Printed Material: Material produced by printers or publishers, such as books, magazines, booklets, brochures and other publicity materials and in some cases, newspapers.

4.2 Distracted Driving Regulations of Alberta:

<http://www.transportation.alberta.ca/DistractedDriving.htm>

Traffic Safety Act of Alberta:

[https://www.google.ca/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&ved=0ahUKEwicueOr2LfJAhVO9GMKHZh7CEoQFggcMAA&url=http%3A%2F%2Fwww.qp.alberta.ca%2Fdocuments%2FActs%2FT06.pdf&usq=AFQjCNG8BD\\_CZHGN\\_Me-rKByLkTRqV9zBw&sig2=9MKtInkfJRLqFqNVRUfUsQ&cad=rja](https://www.google.ca/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&ved=0ahUKEwicueOr2LfJAhVO9GMKHZh7CEoQFggcMAA&url=http%3A%2F%2Fwww.qp.alberta.ca%2Fdocuments%2FActs%2FT06.pdf&usq=AFQjCNG8BD_CZHGN_Me-rKByLkTRqV9zBw&sig2=9MKtInkfJRLqFqNVRUfUsQ&cad=rja)

## 5.0 Responsibilities

5.1 The President/CEO shall ensure compliance to this Distracted Driving Policy.

5.2 Employees consultants, contractors, sub-consultants and sub-contractors of ABC Company are expected to read and adhere to the guidelines of this policy during work related vehicle use. This includes work on the project site, and personnel travelling to and from the project site.

## 6.0 Procedures

6.1. When preparing to drive, plan ahead.

6.2. Address all necessary phone calls, texts and emails prior to getting into the vehicle and are completed prior to driving.

6.3. Activate Bluetooth if available or turn off cell phone once in the car, but before engaging in driving.

6.4. Place cell phone away from reach prior to driving to prevent temptation of using the device while operating the vehicle.

6.5. If applicable, ensure GPS is programed in with your destination prior to driving

- 6.6. If need should arise for you to use your cell phone or other device, pull vehicle over to a safe location and park before accessing your phone or other device.
- 6.7. Return device to an out of reach area before returning to the road.

## 7.0 Document Approvals

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Role	Position	Name of Approver	Approval Signature	Date Approved
Author	Technical Writer	Edwards, Alison		11/29/2015
Owner	Health and Safety Director	Ali Edwards		11/29/2015
Policies and Procedures Department	Policies and Procedures Department Representative	Alison Edwards		11/29/2015
Final Approver	President/CEO	A Edwards		11/29/2015

\* Additional rows for approvals should be inserted prior to the Enterprise Document Check row.

## 8.0 Revision History

[Complete the table below with “Revision History” information.]

If this policy/procedure is a Revision B or later, in addition to a summary of changes listed in the “Description of Change” column, use the MS Word Highlight (yellow) command to highlight the changes within the document. Don’t use any other color.

To satisfy ISO requirements, changes should be highlighted or notated as follows:

- When words or sentences are changed, highlight the new words or sentences.
- If an entire section is changed, highlight the section heading, or sub heading as appropriate.
- For deletions, describe the deletion in the “Description of Change” column. Don’t forget to add the corresponding section numbers.]

Effective Date	Rev Letter	Document Author	Description of Change
11/29/2015*	A	Edwards, Alison	Initial Release.

\* The date listed in the first line of the Revision History table, is the date the document received its final approval. Hereafter, the date becomes the revision date, displayed as the Effective Date on the first page header information.