

**SAMPLE EMPLOYER MEMO
TO EMPLOYEES REGARDING
NEW DISTRACTED DRIVING POLICY**



Memorandum

To: All [Company Name] Employees
From: [Company Official]
Date: [Date]
RE: New Policy Regarding Texting and Talking on Hand-Held Cell Phones

Distracted driving is an epidemic on America's roadways. In 2013, 3,154 people were killed and an estimated 424,000 were injured in motor vehicle crashes involving a distracted driver. Texting and cell phone use behind the wheel takes your eyes off the road, your hands off the wheel, and your focus off driving – putting yourself and others in danger.

Since employee safety is our number one priority at [Company Name], we will no longer tolerate texting or talking on a hand-held phone while operating a company vehicle or when using a company-issued cell phone while operating a personal vehicle. If you must use your cell phone, please pull over to the side of the road to safely complete your call or text.

Beginning [Date], [Company consequences for failing to follow policy].

As anyone who has lost a loved one in a crash can tell you, even one traffic fatality is one too many. We are committed to eliminating this unnecessary risk and strongly believe that no conversation or text is worth the potential danger.

We encourage you to discuss the dangers of distracted driving with your family, friends and neighbors. If you would like more information about distracted driving or have any questions about this new policy, please do not hesitate to contact [name].