



CELL PHONE DRIVING POLICY

Cell Phone Usage

1. You are prohibited from texting, talking, taking photos or surfing the Internet while driving for work.
2. Regardless of how fast traffic is moving, you must pull into a rest area or parking lot and stop the vehicle before placing or accepting a cell phone call.
3. Employees charged with a traffic violation for using their cell phones while driving will be responsible for the resulting liabilities.
4. If you disable or tamper with any device installed to limit the usage of cell phones while driving, you will be subject to discipline, up to and including termination, as stated below.

NOTE: This policy to any and all cell phones, whether issued by CUI or personally owned.

Discipline

Disabling of Device Limiting Cell Phone Usage

1. The first time you are found to have disabled either the trigger or app limiting cell phone usage, you will receive a verbal warning.
2. The second time you are found to have disabled either the trigger or app limiting cell phone usage, you will receive a one day suspension.
3. The third time you are found to have disabled either the trigger or app limiting cell phone usage, you will be terminated.

Speeding

- A. Up to 5 miles over the established speed limit (with no other violations)
 - a) If you are found to have driven up to 5 mph over the established speed limit, with no other pattern of unsafe driving habits, you will be coached on the importance of obeying all traffic requirements.
- B. Up to 5 miles over the established speed limit (with other violations)
 - a) If you are found to have driven up to 5 mph over the established speed limit, and found to have a pattern of other violations, such as disabling the trigger of app, or found to have otherwise driven in an unsafe manner (i.e., aggressive braking), you will receive a verbal instruction/warning on the importance of obeying all traffic requirements.

- C. 5-7 miles over the established speed limit (with no other violations)
 - a. If you are found to have driven 5-7 mph over the established speed limit, with no other pattern of unsafe driving habits, you will receive a verbal instruction/warning on the importance of obeying all traffic requirements.

- D. 5-7 miles over the established speed limit (with other violations)
 - a. If you are found to have driven 5-7 mph over the established speed limit, and found to have a pattern of other violations, such as disabling the trigger on app, or found to have otherwise driven in an unsafe manner (i.e. aggressive braking), you will be subject to the progressive disciplinary process as defined in section E below.

- E. 8 miles or over the established speed limit (with or without other violations)
 - a. The first time you are found to have driven 8 miles or more over the established speed limit, you will receive a verbal warning.
 - b. The second time you are found to have driven 8 miles or more over the established speed limit, you will receive a one day suspension.
 - c. The third time you are found to have driven 8 miles or more over the established speed limit, you will be terminated.

I have read and understand the Cell Phone Driving Policy.

Employee Signature

Date