SAMPLE

Cell Phone Policy Template

(Company Name) follows a strict hands-free policy in regard to cell phone use. (Company Name) requires drivers to be ‘hands-free’, but allows use of voice-activated commands in a ‘hands-free mode’ for calls and other functions like GPS navigation. Employees of (Company Name) are required to adhere to the following guidelines:

* Drivers can use their cell phone to make calls, text, listen to music or podcasts and get directions, only by voice commands or single-touch activation without holding the phone.
* The phone must be used “hands free”. Drivers may not hold a phone in their hand while the vehicle is being operated. A driver may not use their phone at any time for video calling, video live-streaming, gaming, looking at video or photos stored on the phone, using non-navigation apps, reading texts and scrolling or typing on the phone.
* Hand-held phone use is allowed only to obtain emergency assistance, if there is an immediate threat to life and safety, or when in an authorized emergency vehicle while performing official duties.