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**Transformations, LLC Distracted Driving Policy**

In order to increase employee safety and eliminate unnecessary risks behind the wheel, Transformations, LLC, has enacted a Distracted Driving Policy, effective 10.1.15. We are committed to ending the epidemic of distracted driving, and have created the following guidelines:

* Put your phone away while driving – whether the vehicle is in motion or stopped at a traffic light. This includes; answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, and text messages.
* If you need to use your phone pull over safely to the side of the road or another safe location.
* Please consider:
  + Turn cell phones off or put them on silent or vibrate before starting the car.
  + Consider modifying voice mail greetings to indicate that you are unavailable to answer calls or return messages while driving.
  + Inform clients, associates and business partners of this policy as an explanation of why calls may not be returned immediately.

My signature below signifies that I have reviewed the Distracted Driving Policy.

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Signature Date

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Name (printed)

