



A GOFF LIMOUSINE AND BUS COMPANY

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Purpose, Background and Applicability

A Goff Limousine & Bus recognizes that distracted driving can impair safe driving and contribute to vehicle accidents. This policy will apply to all commercial drivers operating company equipment, independent contractors operating their own equipment under a lease or owner-operator agreement, and to non-commercial drivers, including sales and management personnel and all others operating company-owned equipment.

Policy

This policy is intended only to define certain prohibited activities and prescribe certain practices and recommendations to help employees safely operate company equipment or perform work for the company. Any activity which would cause drivers to take both hands off the wheel at the same time, or their mind entirely off the driving responsibilities is prohibited. Driving distractions include devices inside the cab as well as conversations with passengers or co-drivers. Distractions may also be caused by objects or occurrences outside the cab, such as signs, billboards, "rubber-necking", etc.

Specific Prohibitions

Although a list of activities that could be considered distractions would be too numerous to mention, A Goff Limousine & Bus prohibits the use of the following devices by the driver while the vehicle is in motion:

- Texting with a cell phone or PDA
- Cell phone use, unless coupled to a hands-free device
- Televisions and CD players
- Use of radio or stereo headphones
- Electronic games
- Any device in violation of any applicable local ordinance, state or federal statute

Cell phone conversations should be limited to conversations related only to the delivery task. While animated and argumentative conversations are sometimes unavoidable, they are to be delayed until the vehicle can be parked in a safe and legal parking area.

A Goff Limousine & Bus also prohibits driving while impaired mentally or physically, including driving while in a fatigued state. When fatigued, your ability to operate the vehicle safely is significantly reduced. If you find yourself in any of these conditions, please find the next safe place to legally park and get some rest.

Suggested Practices:

Even where the use of mobile telecommunication devices are not restricted, or prohibited by statute, making or receiving phone calls is strongly discouraged while driving. A Goff Limousine & Bus prohibits the unnecessary use of cell phones while driving. It is best to make mobile phone calls only when you are safely parked off the traveled portion of the roadway.

Minimize the use of electronic devices to communications that enhance your ability to drive the vehicle safely, efficiently, and to gather valuable information related to road, traffic and weather conditions. When

you must use a mobile communication device while in motion, A Goff Limousine & Bus encourages the use of “hands-free” devices.

A Goff Limousine & Bus also suggests the following safe practices:

- Do not reach for something that would cause you to move your body from their proper position.
- If you must drink something, use a straw and avoid open cups that might easily spill.
- Never take both hands off the wheel at the same time.
- Pre-select the radio stations.
- If conversing with a passenger or co-driver, keep your eyes focused on the road ahead.
- Do not look at the person with whom you are speaking.
- Avoid any conversation that is contentious or causes you to lose focus on your driving responsibilities.
- Never write or handle paperwork while the vehicle is in motion.
- Do not read a map or atlas while the vehicle is in motion.
- Study your map and directions while parked.
- Pre-program your GPS with origin and destination points before moving your vehicle.

Consequences for Violating Policy

If a driver is involved in an accident, and a significant causal factor of the accident is driving while distracted, the driver will be subject to retraining and/or disciplinary action up to and including termination.

A driver who is observed engaged in any specifically prohibited conduct will be subject to retraining and/or disciplinary action up to and including termination.

It is important to understand that Federal Motor Carrier Safety Regulations 49CFR Part 390.17 prohibits texting while driving a commercial motor vehicle (CMV) and violation of this regulation may result in steep fines.