(Insert your Company Name Here)

Distracted Driving Plan

Provided By:



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INTRODUCTION

This policy is designed to provide drivers, employees, and all other concerned parties with information regarding the policies and general practices of this company. Written information is provided herein. However, it is not the intent of the company to list all aspects of its programs, policies and or procedures within this policy. It is also understood that the information contained herein is subject to change at the discretion of the company. Additional policies and directives may be issued at any time.

It is the intent of this company to operate a Safe Workplace and in accordance with the regulations set forth by all applicable Regulatory Agencies. Nothing in this policy is designed to supersede these regulations.

All drivers are expected to operate drug-free, safely and courteously on the highways. Evidence that this requirement is not being honored will result in the immediate revocation of the safety clearance of the offending driver.



Distracted Driving



What You Need to Know

New texting and mobile phone restrictions for commercial motor vehicle Commercial Motor Vehicle (CMV) Drivers

The FMCSA and the Pipeline and Hazardous Materials Safety Administration (PHMSA) have <u>published rules</u> specifically prohibiting interstate truck and bus drivers and drivers who transport placardable quantities of hazardous materials from texting or using hand-held mobile phones while operating their vehicles. The joint rules are the latest actions by the U.S. Department of Transportation to end distracted driving. Violations can result in fines and/or driver disqualifications and will impact a motor carrier's and/or driver's Safety Measurement System (SMS) results.

No texting while driving

<u>C</u>MV drivers are prohibited from texting while driving. So what qualifies as texting? Texting means manually entering alphanumeric text into, or reading text from, an electronic device. This includes, but is not limited to, short message service, e-mailing, instant messaging, a command or request to access a Web page, or pressing more than a single button to initiate or terminate a voice communication using a mobile phone or engaging in any other form of electronic text retrieval or entry, for present or future communication.

Do not type or read a text message while driving a CMV!

Use of mobile phones is restricted for CMV drivers

This <u>rule</u> restricts a CMV driver from reaching for or holding a mobile phone to conduct a voice communication, as well as dialing by pressing more than a single button. CMV drivers who use a mobile phone while driving can only operate a hands-free phone located in close proximity. In short, <u>the rule</u> prohibits unsafely reaching for a device, holding a mobile phone, or pressing multiple buttons.

How can drivers use a mobile phone and still obey the rules?

- Locate the mobile phone so it is operable by the driver while restrained by properly adjusted safety belts.
- Utilize an earpiece or the speaker phone function.
- Use voice-activated or one-button touch features to initiate, answer, or terminate a call.

What happens if a driver is caught using a hand-held phone or texting while driving?

The <u>rule imposes sanctions</u> for driver offenses, including civil penalties up to \$2,750 and driver disqualification for multiple offenses. Motor carriers are also prohibited from requiring or allowing their drivers to text or use a hand-held mobile phone while driving and may be subject to civil penalties up to \$11,000. Violations will impact SMS results. Texting and calling on a hand-held phone carry the maximum violation severity weighting in SMS!

NO CALL...NO TEXT...NO TICKET!!!

What are the risks?

Besides penalties and possible driver disqualification, recent research shows that the odds of being involved in a safety-critical event (e.g., crash, near-crash, unintentional lane deviation) are 23.2 times greater for CMV drivers who text while driving than for those who do not. Texting drivers took their eyes off the road for an average of 4.6 seconds. At 55 mph, this equates to a driver traveling the approximate length of a football field — without looking at the roadway! For CMV drivers who dial a mobile phone while driving, the odds of being involved in a safety-critical event are six times greater than for those who do not. Why take chances?

Bottom Line: Using a handheld device while driving is a serious traffic violation that could result in a driver disqualification.

NO CALL...NO TEXT...NO TICKET!!!

Distracting Driving Initiatives have been around for over 12 Years NOW!!!!

U.S. Transportation Secretary Ray LaHood Announces Federal Ban on Texting for Commercial Truck Drivers

September 21, 2010

U.S Transportation Secretary Ray LaHood today announced federal guidance to expressly prohibit texting by drivers of commercial vehicles such as large trucks and buses. The prohibition is effective immediately and is the latest in a series of actions taken by the Department to combat distracted driving since the Secretary convened a national summit on the issue last September.

"We want the drivers of big rigs and buses and those who share the roads with them to be safe," said Secretary LaHood. "This is an important safety step and we will be taking more to eliminate the threat of distracted driving."

The action is the result of the Department's interpretation of standing rules. Truck and bus drivers who text while driving commercial vehicles may be subject to civil or criminal penalties of up to \$2,750.

"Our regulations will help prevent unsafe activity within the cab," said Anne Ferro, Administrator for the Federal Motor Carrier Safety Administration (FMCSA). "We want to make it crystal clear to operators and their employers that texting while driving is the type of unsafe activity that these regulations are intended to prohibit."

FMCSA research shows that drivers who send and receive text messages take their eyes off the road for an average of 4.6 seconds out of every 6 seconds while texting. At 55 miles per hour, this means that the driver is traveling the length of a football field, including the end zones, without looking at the road. Drivers who text while driving are more than 20 times more likely to get in an accident than non-distracted drivers. Because of the safety risks associated with the use of electronic devices while driving, FMCSA is also working on additional regulatory measures that will be announced in the coming months.

During the September 2009 Distracted Driving Summit, the Secretary announced the Department's plan to pursue this regulatory action, as well as rulemakings to reduce the risks posed by distracted driving. President Obama also signed an Executive Order directing federal employees not to engage in text messaging while driving government-owned vehicles or with government-owned equipment. Federal employees were required to comply with the ban starting on December 30, 2009.

The regulatory guidance on today's announcement will be on public display in the Federal Register January 26 and will appear in print in the Federal Register on January 27.

The public can follow the progress of the U.S. Department of Transportation in working to combat distracted driving www.distraction.gov.

Printed Name	Signature



MOBILE PHONE RESTRICTIONS FACT SHEET

New Mobile Phone Restriction Rule for Commercial Motor Vehicle (CMV) Drivers

Overview and Background

A new FMCSA rule restricts the use of all hand-held mobile devices by drivers of commercial motor vehicles (CMVs). This rulemaking restricts a CMV driver from holding a mobile device to make a call or dialing by pressing more than a single button. CMV drivers who use a mobile phone while driving can only use a hands-free phone located in close proximity.

Research commissioned by FMCSA shows that the odds of being involved in a safety-critical event (e.g., crash, near-crash, unintentional lane deviation) are 6 times greater for CMV drivers who engage in dialing a mobile phone while driving than for those who do not. Dialing drivers took their eyes off the forward roadway for an average of 3.8 seconds. At 55 mph (or 80.7 feet per second), this equates to a driver traveling 306 feet, the approximate length of a football field, without looking at the roadway!

What is the definition of using a mobile telephone?

The use of a hand-held mobile telephone means:

- Using at least one hand to hold a mobile phone to make a call;
- Dialing a mobile phone by pressing more than a single button; or
- Reaching for a mobile phone in a manner that requires a driver to maneuver so that he or she is no longer in a seated driving position, restrained by a seat belt.

What does this rule mean to drivers and carriers?

Fines and Penalties – Using a hand-held mobile phone while driving a CMV can result in driver disqualification. Penalties can be up to \$2,750 for drivers and up to \$11,000 for employers who allow or require drivers to use a hand-held communications device while driving.

Disqualification - Multiple violations of the prohibition of using a hand-held mobile phone while driving a CMV can result in a driver disqualification by FMCSA. Multiple violations of State laws prohibiting use of a mobile phone while driving a CMV is a serious traffic violation that could result in a disqualification by a State of drivers required to have a Commercial Drivers License.

NO CALL...NO TEXT...NO TICKET!!!

What are the risks? - Using a hand-held mobile phone is risky because it requires the driver to reach for and dial the phone to make a call. Reaching for a phone out of the driver's immediate area is risky as well as dialing because these actions take the driver's eyes off the roadway.

The rule applies to drivers operating a commercial motor vehicle on a roadway, including moving forward or temporarily stationary because of traffic, traffic control devices, or other momentary delays.

• A mounted phone is acceptable as long as it is mounted close to the driver.

Impact on Safety Measurement System (SMS) Results – Violations negatively impact SMS results, and they carry the maximum severity weight.

Compliance

- Make sure the mobile telephone is within close enough proximity that it is operable while the driver is restrained by properly installed and adjusted seat belts.
- Use an earpiece or the speaker phone function.
- Use voice-activated dialing.
- Use the hands-free feature. To comply, a driver must have his or her mobile telephone located where he or she is able to initiate, answer, or terminate a call by touching a single button.

The driver must be in the seated driving position and properly restrained by a seat belt. Drivers are not in compliance if they unsafely reach for a mobile phone, even if they intend to use the hands-free function.

Printed Name	Signature



NO TEXTING RULE FACT SHEET

New rule: No Texting while Operating a Commercial Motor Vehicle

Overview and Background

FMCSA has published new rules that restrict texting and the use of hand-held mobile phones by truck and bus drivers while operating a commercial motor vehicle (CMV).

Research commissioned by FMCSA shows the odds of being involved in a safety-critical event (e.g., crash, near-crash, unintentional lane deviation) are 23.2 times greater for CMV drivers who text while driving than for those who do not. Texting drivers took their eyes off the forward roadway for an average of 4.6 seconds. At 55 mph, this equates to a driver traveling 371 feet, or the approximate length of a football field (including the end zones)—without looking at the roadway!

What exactly is "Texting"?

Texting means - manually entering text into, or reading text from, an electronic device.

Texting includes (but is not limited to) - short message services, e-mailing, instant messaging, a command or request to access a Web page, pressing more than a single button to initiate or terminate a call using a mobile telephone, or engaging in any other form of electronic text retrieval or entry, for present or future communication.

What does this rule mean to you?

Fines and Penalties – Texting while driving can result in driver disqualification. **Penalties can be up to \$2,750 for drivers and up to \$11,000 for employers** who allow or require drivers to use a hand-held communications device for texting while driving.

Disqualification — Multiple convictions for texting while driving a CMV can result in a driver disqualification by FMCSA. Multiple violations of State law prohibiting texting while driving a CMV that requires a CDL is a serious traffic violation that could result in a CDL driver being disqualified for up to 120 days.

What are the risks? —Texting is risky because it causes the driver to take his/her eyes off the roadway. Dispatching devices that are part of a fleet management system can be used for other purposes, but texting on a dispatching device is indistinguishable from texting on another text-capable device and is therefore prohibited.

Impact on Safety Measurement System (SMS) Results – Violations negatively impact SMS results, and they carry the maximum severity weight.

It's very easy to comply with the new rules:

NO REACHING...NO HOLDING...NO DIALING...NO TEXTING...NO READING!!!

Compliance

• Simply do not type or read a text message while driving a CMV!

Acknowledgment: By Signature below, "I acknowledge that I have attended this Training Session. Through the Discussion and Presentation of the Subjects covered and the Interaction of this Training Sessions, I Understand how the Issues, Materials and Subjects covered apply to me and the completion of my job duties in a Safe Manner. I Agree to Apply the information presented to my job to the Best of my Abilities."

Printed Name	Signature

NO CALL...NO TEXT...NO TICKET!!!



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CMV Driving Tips - Driver Distraction

Driver distraction is the diversion of attention from activities critical for safe driving to a competing activity. Driver distraction increases your risk of getting into a crash.

Distractions can come from both inside and outside of your truck cab. Distractions inside of your cab can include dialing cell phones, texting, using dispatching devices, eating, reading, or adjusting the radio. Distractions outside of your cab can include looking at a passing building, billboard, or person. One way to think about distraction is to ask yourself if something is drawing your attention and taking your eyes away from the road ahead of you. If the answer is "yes," it is probably a distraction.

A 2009 study found that 71 percent of large-truck crashes occurred when the truck driver was doing something besides driving the truck. Staying focused on driving can help keep you, and other road users, safe on the road!

Below are some tips that will help you stay focused on the road ahead and can help make you a safer driver.

TIP #1: Do Not Let Objects Outside of Your Truck Distract You

When driving, stay focused on the job of driving your truck. You should avoid focusing on things outside of your truck that aren't related to driving. This includes things like billboards, buildings, and people. Remember, anything taking your eyes away from driving is a distraction and can be dangerous. Paying attention only to things that are related to driving will help keep you aware of the road and cars around you and will help make sure you are ready to react to anything unexpected.

Did You Know? A 2006 study found that driver inattention was the leading factor in crashes and near-crashes. The study found that nearly 80 percent of crashes involved some form of driver inattention in the 3 seconds before the crash or near-crash.

Did You Know? A three-year data collection effort by the Federal Motor Carrier Safety Administration and the National Highway Traffic Safety Administration found that an estimated 11,000 truck crashes nationwide involved distractions external to the truck cab.

Did You Know? Billboards and other advertisements near the road are meant to get your attention. However, anything that takes your eyes off the road ahead can be a distraction. Aim to minimize the amount of time you spend looking at these objects.

TIP #2: Do Not Text While Driving

Texting while driving is illegal for CMV drivers. Texting is an easy way to keep in touch with people. Yet, texting can also be one of the most dangerous distractions in your truck. Texting takes your eyes, hands, and mind off the job of driving. In order to read or send a text message, you must look at the phone. This takes your eyes off the road. You must use the buttons on the phone to open or write a message, which takes at least one hand off the steering wheel. You must read or think about what you are going to write, which takes your mind off the road.

Did You Know? A 2009 study of real-world driving found that text messaging while driving increased a driver's chances of being involved in a safety-critical event by 23 times. This study found that, in the moments before a safety-critical event, drivers who were texting while driving spent nearly 5 seconds looking at their phone.

Did You Know? Based largely on a 2009 landmark study of driver distraction in trucking, FMCSA banned texting while driving for commercial drivers. This study was so compelling that President Obama issued Executive Order 13513, banning all federal employees from texting while driving on government business.

Did You Know? If you are driving at 55 mph and take your eyes off the road for 5 seconds to write a text message, you have traveled the length of a football field (end zones included) without looking at the road.

TIP #3: Do Not Use a Dispatching Device While Driving

Dispatching devices let you and your dispatchers communicate, can help you navigate, and can help keep your logs. These devices are sometimes called mobile or portable data terminals and can help make your job easier. Although a message on the dispatching device might seem urgent, using a dispatching device while driving can be dangerous. This is because the dispatching device can take your eyes, hands, and mind away from driving safely. Since using a dispatching device while driving raises your risk of a crash, many companies have policies in place or lock out features when the truck is moving. Using a dispatching device is "texting for truckers."

Did You Know? A 2009 study of real-world driving found that using a dispatching device while driving increased a driver's chances of being involved in a safety-critical event by 9 times.

Did You Know? Companies are working on building better dispatching devices. Some dispatching devices are easier to use, allowing you to respond to messages without looking at the screen, and read messages aloud. This can help you keep your eyes on the road.

TIP #4: Do Not Dial a Handheld Phone While Driving

Handheld cell phones involve multiple types of distractions and using them while driving is illegal for CMV drivers.-Handheld phones can take your eyes and hands away from driving. Dialing a handheld cell phone requires you to take your eyes off the road and your hands off the wheel. If you have to make a call while driving, find a safe place to stop and keep your call short or, consider a voice-activated hands-free phone or phone app. Phones that do not require you to hold them while dialing a number or talking can help keep your eyes on the road and your hands on the wheel. Most smartphones either have this hands-free ability or have apps available to provide it.

Did You Know? A 2010 study of real-world driving found that dialing a handheld cell phone while driving increased the risk of a crash or near-crash by 3 times.

A 2011 study found that drivers who were dialing a handheld cell phone made more frequent and larger steering corrections than drivers who were only talking on the phone.

TIP #5: Do Not Read, Write, or Use Paper Maps While Driving

Printed directions, notes to yourself, and maps are a normal part of your job. However, reading or writing while you are driving is a much bigger risk than you might think. Reading a map while driving increases your risk of being in a crash. This is because both reading and writing take your eyes off the road ahead of you. If you need to read something or write yourself a note, the safest thing to do is pull over. Never read, even a map, or write while you are driving!

Did You Know? A 2009 study of real-world driving found that writing while driving increased a driver's chance of being involved in a safety-critical event by 8 times. The study also found that reading a map while driving increased the chances of being in a safety-critical event by 7 times.

Did You Know? GPS units are much safer to use while driving as compared to maps, as long as you are not trying to enter information into the unit while driving. However, studies have shown that using these kinds of systems can still take your eyes off the road.⁸⁴ Therefore, never try to enter information into a GPS unit while driving!

Did You Know? Many newer GPS units allow you to enter an address with your voice only. These voice-activated units help you keep your eyes on the road while still allowing you to get route information.

TIP #6: Avoid Eating and Drinking When Driving

Sometimes you may feel like driving is the only time you have to eat or drink. But you may not realize that eating while driving can be dangerous. Eating while driving can take your eyes off the road. It always takes at least one of your hands off the wheel. Always try to eat or drink before getting behind the wheel or leave time to pull over and eat.

Did You Know? A survey of all types of drivers found that 49 percent of drivers believed eating or drinking while driving could be a distraction.

Did You Know? A recent study found that eating while driving was riskier than talking on a cell phone.

Did You Know? On May 23, 2008, a 51-year-old CMV driver crashed into the back of a stopped school bus, which was letting children out, on Highway 50 in western Kenosha County, Wisconsin. The CMV driver was distracted by drinking a soda and did not see the school bus, which was stopped with its lights flashing and its stop-arm extended. After the crash, 14 children had to be taken to area hospitals, 4 of them with serious injuries. The CMV driver was transported to a hospital in critical condition. This crash may have

been prevented if the CMV driver was not distracted by drinking the soda and was paying full attention to the road ahead.

Printed Name	Signature



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CMV Driving Tips - Too Fast for Conditions

Driving too fast for conditions is defined as traveling at a speed that is greater than a reasonable standard for safe driving. Examples of conditions where drivers may find themselves driving too fast include: wet roadways (rain, snow, or ice), reduced visibility (fog), uneven roads, construction zones, curves, intersections, gravel roads, and heavy traffic.¹⁴ The Large Truck Crash Causation Study (LTCCS) reported that 23 percent of large-truck crashes occurred when commercial motor vehicle (CMV) drivers were traveling too fast for conditions.

Below are some tips that will help you maintain a safe speed for various driving conditions.

TIP #1: Reduce Your Driving Speed in Adverse Road and/or Weather Conditions

Adjust your speed to safely match weather conditions, road conditions, visibility, and traffic. Excessive driving speed is a major cause of fatal crashes and higher speeds may cause more severe crashes. The Fatality Analysis Reporting System (FARS) recently reported that 25 percent of speeding-related large-truck fatalities occurred during adverse weather conditions.

Did You Know? You should reduce your speed by 1/3 on wet roads and by 1/2 or more on snow packed roads (i.e., if you would normally be traveling at a speed of 60 mph on dry pavement, then on a wet road you should reduce your speed to 40 mph, and on a snow-packed road you should reduce your speed to 30 mph). When you come upon slick,

icy roads you should drive slowly and cautiously and pull off the road if you can no longer safely control the vehicle.

Did You Know? When it first starts to rain, water mixes with oil on the road making it particularly slippery.

Did You Know? Manufacturers generally advise drivers not to use a retarder [also called a "Jake" brake] on wet or slippery roadway conditions. In fact, a Safety Board Investigation of a motor coach crash that occurred in Canon City, Colorado, in December 1999, revealed that an enabled retarder most likely triggered the loss of control and eventual crash of the motor coach on a snow-covered and mountainous roadway.

TIP #2: Enter a Curve Slowly

Speed limits posted on curve warning signs are intended for passenger vehicles, not large trucks. Large trucks should reduce their speed even further. Studies have shown that large trucks entering a curve, even at the posted speed limit, have lost control and rolled over due to their high center of gravity.

Did You Know? 40 percent of speeding-related fatalities occur on curves.

Did You Know? Braking in a curve can cause the wheels to lock up and the vehicle to skid.

TIP #3: Reduce Your Speed Before Entering an Exit/Entrance Ramp

Approach an exit/entrance ramp at a safe speed. Truck rollovers are more likely to occur on exit/entrance ramps when the driver misjudges the sharpness of the ramp curve and enters the curve at an excessive speed.

Did You Know? The posted speed limit on an exit/entrance ramp generally shows the safe speed for a passenger vehicle; the safe speed for a large truck is usually significantly lower than the posted speed.

Did You Know? Even though ramps and interchanges make up less than 5 percent of all highway miles, 20 to 30 percent of all large-truck crashes occur on or near ramps.

TIP #4: Drive Slowly with a Loaded Trailer

Be more cautious with a loaded trailer. Loaded trailers have a higher center of gravity and sudden speed adjustment may cause the load to shift, leading to skidding or a rollover.

Did You Know? Large trucks with fully loaded trailers are 10 times more likely to roll over than those with empty trailers.

Did You Know? Loaded trailers require 20 to 40 percent more braking distance than passenger vehicles to come to a complete stop.

TIP #5: Slow Down in Work Zones

Before entering a work zone, decrease your speed, merge into the correct lane well ahead of any lane closures, and be prepared to slow down or stop suddenly. Speed increases perception-reaction distance, braking distance, and stopping distance.

Did You Know? Nearly a quarter of all work-zone deaths in 2006 involved a large truck.

Did You Know? In October 2003, a CMV driver was traveling at 60 mph in a 45-mph work zone on the Jane Addams Memorial Tollway in Illinois. The truck driver rear-ended a 25-passenger bus. The crash caused a five-vehicle pileup, killing 8 women and injuring about a dozen others. As a result of the crash, the truck driver was charged and convicted of reckless homicide and sentenced to 4 years in prison.

Printed Name	Signature



EMPLOYEE SAFETY TRAINING ACKNOWLWEDGMENT FORM

Name of Training Program a	and/or Topic/Subject Matter Cover
Date of Training SessionTin	neLocation
Person Conducting: Printed Name	Title
Affiliation (If Not an Employee)	
Signature	
Through the Discussion and Presentation o Training Sessions, I Understand how the Issu	mowledge that I have attended this Training Session. If the Subjects covered and the Interaction of this les, Materials and Subjects covered apply to me and Inner. I Agree to Apply the information presented to
Printed Name	Signature
	-