

Berea College Fleet Distracted Driving Policy Acknowledgement Form

In order to ensure the safety of our drivers, passengers and others, and to comply with all federal, state and local laws and regulations regarding mobile phone usage by those utilizing college owned, rented, borrowed, leased or personal vehicles, the college has adopted the following policy:

All employees while driving a Berea College owned, rented, borrowed, leased or personal vehicle and conducting business on behalf of Berea College are prohibited from holding, dialing, or reaching for a mobile phone while the vehicle is in motion, except as outlined below:

1. A driver of a college vehicle is allowed to initiate, answer, or terminate a call by touching a single button on a mobile phone, headset or by voice command provided it can be done while seated in a normal manner and wearing a seatbelt. Any such movement must be accomplished without removing the driver's eyes from the roadway. While hands-free technology is permitted, it is discouraged from use while a vehicle is in motion.
2. All employees, operating *any* type of vehicle, are prohibited from texting at all times while operating a college, rented, borrowed, leased or personal vehicle while engaged in any activity on behalf of the college and when the vehicle is in motion.
3. All drivers must minimize other actions that distract from concentrating on driving, as driving while distracted constitutes a hazard, and is a traffic violation in some states. Distractions include, but are not limited to, eating, reading, talking to passengers, and performing other activities which tend to cause the driver to remove their eyes from the road or divert their attention from the task of driving.

Driving is defined as: operating a motor vehicle on a roadway, including while temporarily stationary because of traffic, traffic control device, or other temporary delays. Driving would not include operating a vehicle when the driver has moved the vehicle to the side of (or off) a roadway and has halted in a location where the vehicle can remain stationary.

Exemption: The regulations and this policy do not prevent drivers of motor vehicles from using a mobile phone to communicate with law enforcement or other emergency services if necessary.

Acknowledgement

I acknowledge that I have received a written copy of the distracted driving policy. I fully understand the policy and agree to abide by the terms, and I understand that violation of the policy may result in disciplinary action by the college.

Vehicle Operator Signature

Date