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**Sample Attentive Driving Policy**

**Note to Organization:** The following is a sample attentive driving policy. Remember that inattention encompasses much more than distractions and cell phone use. Organizations should ensure their policies at a minimum are in compliance with their state and local jurisdiction laws and if applicable, DOT requirements. The policy should be reviewed by your legal counsel before implementation and reviewed annually. Organizations should obtain written confirmation that drivers have reviewed and understand the policy.

**Important*: Phone Use***

Organizations need to clearly determine their phone policy. We recommend a clear no-phone use policy, including no hands-free use, as outlined below. However, if you have no intent of enforcing a no-phone use policy you should not make it a rule as it could be used against you in an accident (failure to follow your own policy). As an alternative to a no-phone policy (2.a) the following bullets can be considered.

* *Hands-free business calls may be made or accepted on a limited basis and of a limited duration if they are of an urgent nature and pulling over to a safe parking area is not practical. Drivers are encouraged to refuse calls if driving conditions involve hazards like heavy traffic, construction zones, and inclement weather.*
* *Initiation or acceptance of hands-free calls should be limited to one touch.*

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*Driver inattention is a causal factor in a high percentage of vehicle crashes. Inattention generally occurs when a driver is daydreaming, takes their eyes off the forward roadway, performs non-driving tasks (distracted) or is impaired such as when drowsy or ill. To limit crashes due to inattention drivers are expected to adhere to the following policies:*

1. *Drivers should focus their mind on their driving duties to prevent daydreaming. Scan ahead and watch for impending hazards and the mistakes or aggressive driving of others.*
2. *Drivers should keep their eyes focused primarily on the forward roadway.* 
   1. *Mirror checks should be frequent but of a short duration – about one second.*
   2. *Eyes should return to the forward roadway before checking another mirror.*
3. *Phone use* 
   1. *Drivers are prohibited from making or receiving phone calls unless safely parked or in an emergency.*
   2. *Drivers are prohibited from texting, browsing the internet, interacting with social media, etc., even if the interaction is hands-free. This includes voice-to-text messaging.*
   3. *Smart phones, equipped with these features, should be set-up to:*
      1. *Notify the caller or texter that you are driving and will respond when safely parked.*
      2. *Go directly to voicemail.*
   4. *Co-workers riding in the vehicle should take or make a call for drivers if needed.*
4. *Drivers should limit other distracting non-driving tasks while the vehicle is in motion. This includes eating, reading, reaching for objects, interacting with vehicle infotainment systems, etc.* 
   1. *Perform these tasks prior to departing*
   2. *Set-up your navigation system, your music, etc. while parked*
   3. *Keep items you may need nearby so you are not reaching for them.*
   4. *Keep the cab and dashboard free of loose items that may fall, causing a distraction.*
5. *Drivers should be well rested, healthy, and alert while driving*
   1. *Drivers should plan periodic rest breaks into their schedule to reduce fatigue. Generally, a driver should not drive more than two hours without taking a short break.*
   2. *Drivers should be aware of their total time on-the-job and stop driving when they become drowsy.*
   3. *DOT-regulated drivers must comply with applicable hours-of-service requirements.*
   4. *Drivers should be aware of the effects of over-the-counter or prescribed medications on driving and follow precautions outlined, including not driving. Drivers should inform doctors of their driving responsibilities when receiving any medical consultation.*
   5. *Drivers should stop driving and find a safe place to park if an illness or drowsiness renders them incapable of driving safely.*

*I have reviewed and understand our* ***Attentive Driving Policy****:*

*Driver ­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_*