



## **Terms and Conditions**

The "Sample Driving During Working Hours and Cell Phones Policy" is provided as informational, educational, and illustrative purposes only. HospitalityLawyer.com does not render legal advice. You should always consult legal professionals for your specific needs, questions, and services. If you choose to use the "Sample Driving During Working Hours and Cell Phones Policy" you do so at your own risk. HospitalityLawyer.com does not make any representations that the "Sample Driving During Working Hours and Cell Phones Policy" is suitable for a particular use and the user should always independently assure himself/herself of the accuracy and legal compliance for their particular jurisdiction.

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## **Driving During Working Hours and Cell Phones**

(Adapted from the Summer 2007 *TexasBusinessToday*, a Texas Workforce Commission publication)

*[Company]* employees who are issued company cell phones for business purposes and whose job responsibilities include occasional or regular driving are expected to refrain from using their phones while driving. Regardless of the circumstances, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before checking messages and placing or accepting a call.

*[Company]* employees whose job responsibilities include regular driving and accepting of work-related business calls will be provided hands-free equipment to facilitate the provisions of this policy. *[Company]* employees whose job responsibilities do not specifically include driving as an essential function of their job, but who are issued a company cell phone for business use are also expected to abide by the provisions stated above. Under no circumstances are *[Company]* employees to place themselves or others at risk to fulfill business needs.

*[Company]* employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liability that results from such actions. Violations of this policy will result in the most serious forms of discipline, including termination.