

Maximum Care Inc.

Use of Cell Phones/Texting while driving

Renewal Date: 09/08/2020

Subject: The use of cell phone/texting while driving.

Policy:

Employees whose job responsibilities include regular or occasional driving and use their personal cellular telephone for business-related work are expected to put safety first. Therefore, personal cellular telephones are not to be used while driving.

If an employee receives a call on a cellular telephone while driving, the employee must pull over safely, park, and then answer the telephone or return the call or text message. Furthermore, if an employee needs to make a company-related cellular telephone call, they must also pull over safely, park, and then place the call.

Employees also may not send or review text messages while driving as part of their job responsibilities. The purpose of this policy is to ensure the safety of employees and other motorists. Employees who are charged with traffic violations, or cause accidents or injuries, resulting from their use of personal devices or while driving will be solely responsible for all liabilities, fines, etc., that result, to the extent permissible under the law.

Print Name

Signature Date

Date