

CPS Inc. Policy & Procedure – Usage of Cell Phone or PDA While Driving Policy

TYPES OF DRIVER DISTRACTION

There are four different types of driver distraction:

Visual, auditory, cognitive and physical.

Visual distractions occur frequently and include reading billboards, checking a cell phone display or looking at a map.

Auditory distractions are sounds or noises such as music, conversation and traffic.

Cognitive distractions are mental activities such as daydreaming, problem solving and concentrating on conversation.

Physical distractions involve touch. They range from eating and drinking to adjusting climate controls and pushing keys on an electronic device.

When we use a cell phone or PDA, we experience all four forms of distraction.

Therefore, CPS Inc. recognizes that the employees are our most valuable asset, and the most important contributors to our continued growth and success. Our Company is firmly committed to the safety of our employees. CPS Inc. will do everything possible to prevent workplace accidents and is committed to providing a safe working environment for all employees.

To further this goal, CPS Inc. has developed a Cell Phone/Hand Held Device Use Policy effective June 22, 2010.

Purpose:

Driver inattention is a factor in a majority of motor vehicle accidents. We are not only concerned about your welfare as a CPS Inc. employee, but also the welfare of others who could be put in harm's way by inattentive driving.

Mobile phone and other hand held device use while driving is a common, often harmful, distraction. Many countries and localities have prohibited mobile phone/hand held device use while driving. Researchers at the University of Toronto found the risk of having a traffic accident while using a cell phone or similar device to be the same as driving drunk. For these reasons, drivers may not use hand held devices to place work-related calls or while operating a vehicle while on company business.

As a driver, your first responsibility is to pay attention to the road. When driving on business, driving while conducting business, or while driving on site specific roads on behalf of the company in any other manner, the following applies:

Procedures:

Definition - Mobile Hand Held Units: Hand held devices may include cell phones, pagers, palm pilots, faxes and other communication devices.

- Allow voicemail to handle your calls and return them when safe.
- If you need to place or receive a call, pull off the road to a safe location and stop the vehicle before using your phone.
- Ask a passenger to make or take the call.
- Inform regular callers of the best time to reach you based upon your driving schedule.
- The only exception to this policy is for calls placed to 9-1-1.
- If placing or accepting an emergency call, keep the call short and use hands-free options, if available.
- When receiving an emergency call, ask the caller to hold briefly until you can safely pull your vehicle off the road.

Your cooperation for full compliance of this policy and procedure is important to your safety and the safety of others. CPS remains committed to the growth and success of a safe work environment for everyone involved.