

Document Name: Cell Phone Policy for Company Fleet: Non-DOT Drivers	Control Number:	 A CRH COMPANY	 A CRH COMPANY	 A CRH COMPANY
Revision Date: 1/27/25	Revision Number: 3			
Revised By: Ligia Pascual	Owner: Safety			

Cell Phone Policy for Company Fleet: Non-DOT Drivers

Policy

The purpose of this policy is to ensure the safety of employees who drive company vehicles and to provide guidance on the utilization of cell phones in company fleet Non-DOT vehicles. This Policy outlines the safe usage of cellphones by employees while driving.

Vehicle accidents may result in injury to you or others; it is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones at all times.

Vehicles that fall under this Policy:

Non-DOT Mid Weight Vehicles	Stake Bed Service/Mechanic Truck Crash Truck Sweeper Truck Crew Truck 1ton+
Non-DOT Light Weight Vehicles	Pickup Truck ½ ton Pickup Truck ¾ ton

Cell Phone Rules:

Definition of using a mobile telephone

The use of a hand-held mobile telephone means:

- Using at least one hand to hold a mobile phone to make a call;
- Dialing a mobile phone by pressing more than a single button; or
- Reaching for a mobile phone in a manner that requires a driver to maneuver so that he or she is no longer in a seated driving position, restrained by a seat belt.

Hands Free

When the vehicle is not in park employees are not allowed to use mobile telephones unless it is:

- mounted and can be utilized with one touch or no touch (i.e. car mount)
- or connected to a system that allows for one touch or no touch capabilities (i.e. Apple CarPlay)

Employees with multiple phones must follow this policy with all phones.

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Activities Allowed

When the vehicle is not in park:

- One touch/no touch
 - o Make and receive calls
 - o Review and respond to texts utilizing Talk to Text

When the vehicle is in park:

- Anything that pulls the drivers attention/focus off the roadway will require them to pull over to a safe location and park the vehicle
 - o Examples include emails, texts, reports, etc.

Violation of the Policy

Employees that are caught violating the Cell Phone Policy for Non-DOT Drivers through the company Dashcam system will have the video reviewed by a supervisor for validity based off of this Policy. If the video is deemed to have violated this policy the employee will receive the following repercussions based on frequency/severity:

Strike	Corrective Action
1 st	Documented Verbal Warning – to be submitted to HR Coaching – 10min discussion with employee over behavior and documented in Motive
2 nd	Documented Write Up – to be submitted to HR Coaching – Redo Defensive Driving course prior to resuming driving responsibilities
3 rd	Documented Write Up with 3-day suspension (non-exempt) – to be submitted to HR Documented Write Up with 5-day suspension (exempt) – to be submitted to HR Coaching – Redo Defensive Driving course prior to resuming driving responsibilities
4 th	Lose privilege to drive any company assets identified in this Policy • Review to be done a year from the date of the 4th strike to determine possibility of reinstating privileges. • Exempt level employees will be switched to Motus Program depending on position requirements. The company reserves the right to escalate corrective actions, as deemed necessary, up to the loss of employment.
Vehicular Accident	If the employee is involved in a vehicular accident while violating the Cell Phone Policy for Non-DOT drivers, the company reserves the right to escalate corrective actions, as deemed necessary, up to the loss of employment.

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If an employee can go an entire year from the date of the last strike (prior to 4th strike) without a Cell Phone Policy for Non-DOT Driver violation, then their slate will be wiped clean, and they will start back on 1st Strike corrective actions. Below are examples.

Employee Name	ID	1 st Strike Date	2 nd Strike Date	3 rd Strike Date	Clean Slate Date	4 th Strike Date	Privilege Reinstatement Review Date
Jane Doe	xxxxxx	03/05/24			03/05/25		
John Doe	xxxxxx	02/14/24	10/18/24		10/18/25		
Taylor Doe	xxxxxx	01/28/24	04/20/24	06/01/24	06/01/25		
Tyler Doe	xxxxxx	01/10/24	02/05/24	03/16/24	n/a	04/20/24	04/20/25

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Política de Uso de Teléfonos Celulares para la Flota de la Empresa: Conductores No-DOT

Política

El propósito de esta política es garantizar la seguridad de los empleados que conducen vehículos de la empresa y proporcionar orientación sobre el uso de teléfonos celulares en vehículos de la flota que no están regulados por el Departamento de Transporte (DOT). Esta política describe el uso seguro de teléfonos celulares por parte de los empleados mientras conducen.

Los accidentes de vehículos pueden resultar en lesiones para usted o para otros; es responsabilidad del conductor operar el vehículo de manera segura y conducir a la defensiva para prevenir lesiones y daños a la propiedad.

Se espera que todos los empleados sigan las leyes y regulaciones locales, estatales y federales aplicables con respecto al uso de teléfonos celulares en todo momento.

Los vehículos que entran en esta política son:

Vehículos de Peso Medio No-DOT	Camiones con plataforma Camiones de servicio/mecánicos Camiones de barrido Camiones de equipo 1 tonelada o más
Vehículos Ligeros No-DOT	Camionetas de ½ tonelada Camionetas de ¾ de tonelada

Reglas de Uso del Teléfono Celular:

Definición de usar un teléfono móvil

El uso de un teléfono móvil de mano significa:

- Usar al menos una mano para sostener un teléfono móvil para hacer una llamada;
- Marcar un teléfono móvil presionando más de un botón;
- Alcanzar un teléfono móvil de una manera que requiere que el conductor se mueva de modo que ya no esté en una posición de conducción sentada, sujetado por un cinturón de seguridad.

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Manos Libres

Cuando el vehículo no está estacionado, los empleados no pueden usar teléfonos móviles a menos que esté:

- montado y pueda ser utilizado con un toque o sin tocar (por ejemplo, soporte para automóvil);
- conectado a un sistema que permita capacidades de un toque o sin tocar (por ejemplo, Apple CarPlay).

Los empleados con varios teléfonos deben seguir esta política con todos los teléfonos.

Actividades Permitidas

Cuando el vehículo no está estacionado:

- Un toque/sin tocar:
 - Hacer y recibir llamadas
 - Revisar y responder mensajes de texto utilizando la función "Hablar a texto"

Cuando el vehículo está estacionado:

- Cualquier cosa que desvíe la atención del conductor de la carretera requerirá que se detengan en un lugar seguro y estacionen el vehículo
 - Ejemplos incluyen correos electrónicos, mensajes de texto, informes, etc.

Violación de la Política

Los empleados que sean sorprendidos violando la Política de Uso de Teléfonos Celulares para Conductores No-DOT a través del sistema de cámaras del tablero de la empresa tendrán el video revisado por un supervisor para verificar su validez según esta Política. Si se determina que el video ha violado esta política, el empleado recibirá las siguientes repercusiones según la frecuencia/gravedad:

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Número de Intentos	Acción Correctiva
1st	Advertencia Verbal documentada - para ser enviada a HR Coach – 10 minutos de discusión con el empleado sobre el comportamiento y documentado en Motive
2nd	Informe Documentado – para ser enviado a HR Coach – Volver a tomar el curso de Conducción Defensiva antes de reanudar las responsabilidades de conducción
3rd	Informe Documentado con Suspensión de 3 Días (No Exento) – para ser enviado a Recursos Humanos Informe Documentado con Suspensión de 5 Días (Exento) – para ser enviado a Recursos Humanos Coach – Volver a tomar el curso de Conducción Defensiva antes de reanudar las responsabilidades de conducción
4th	Pérdida del privilegio de conducir cualquier activo de la compañía identificado en esta Política - La revisión se realizará un año a partir de la fecha de la cuarta infracción para determinar la posibilidad de restablecer los privilegios. - Los empleados de nivel exento se cambiarán al Programa Motus dependiendo de los requisitos del puesto. La empresa se reserva el derecho de escalar las acciones correctivas, según considere necesario, hasta la pérdida del empleo
Accidente Vehicular	Si el empleado está involucrado en un accidente vehicular mientras viola la Política de Uso de Teléfonos Celulares para conductores no DOT, la empresa se reserva el derecho de escalar las acciones correctivas, según considere necesario, hasta la pérdida del empleo.

Si un empleado puede pasar un año completo desde la fecha del último intento (antes del cuarto intento) sin violar la Política de Uso de Teléfonos Celulares para Conductores No-DOT, su historial se limpiará y volverá a las acciones correctivas del primer intento. A continuación, se muestran ejemplos.

Nombre	ID	1st Strike Date	2nd Strike Date	3rd Strike Date	Fecha de Historial Limpio	4th Strike Date	Fecha de Revisión para Reinstalación de Privilegios
Jane Doe	xxxxxx	03/05/24			03/05/25		
John Doe	xxxxxx	02/14/24	10/18/24		10/18/25		
Taylor Doe	xxxxxx	01/28/24	04/20/24	06/01/24	06/01/25		
Tyler Doe	xxxxxx	01/10/24	02/05/24	03/16/24	n/a	04/20/24	04/20/25

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Appendix A – Acknowledgement Form

The purpose of this policy is to ensure the safety of employees who drive company vehicles and to provide guidance on the utilization of cell phones in company fleet Non-DOT vehicles. This Policy outlines the safe usage of cellphones by employees while driving.

Vehicle accidents may result in injury to you or others; it is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

I acknowledge that I have received, read, and been given the opportunity to ask questions regarding Texas Materials Cell Phone Policy for Company Fleet: Non-DOT Drivers.

Employee ID	Print Name	Signature	Date

El propósito de esta poliza es garantizar la seguridad de los empleados que conducen vehículos de la empresa y brindar orientación sobre el uso de teléfonos celulares en vehículos de la flota de la empresa que no están incluidos en el DOT. Esta poliza describe el uso seguro de teléfonos celulares por parte de los empleados mientras conducen.

Los accidentes vehiculares pueden provocar lesiones a usted o a otras personas; es responsabilidad del conductor operar el vehículo de manera segura y conducir a la defensiva para evitar lesiones y daños a la propiedad.

Reconozco que he recibido, leído y se me ha dado la oportunidad de hacer preguntas sobre la Poliza de teléfonos celulares de Texas Materials para la flota de la empresa: conductores que no pertenecen al DOT.

Numero de Empleado	Imprimir Nombre	Firma	Fecha

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Appendix B – Recommended Options

Option 1: May have to alter the dash for the bigger screen. Not the ideal option if the unit needs to be altered.



4 VIDEOS



Pioneer DMH-W2770NEX Digital Multimedia Receiver With Wireless Apple CarPlay and Android Auto, 6.8" Capacitive Touchscreen, Double-DIN, Built-In Bluetooth and WiFi, Amazon Alexa via App

[Visit the Pioneer Store](#)

4.1 ★★★★★ 237 ratings | [Search this page](#)

400+ bought in past month

May be available at a lower price from [other sellers](#), potentially without free Prime shipping.

Style: **Receiver**

Brand	Pioneer
Connectivity Technology	Bluetooth, Wi-Fi, USB
Controller Type	Hand Control, Google Assistant, Amazon Alexa
Special Feature	Touchscreen, Built-In Bluetooth, Android Auto, Apple CarPlay, Rear View Camera Input
Compatible	Bluetooth, Apple iPhone, Smartphone

[See more](#)

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Option 2: No alterations to dash needed Car Stereo Radio. Most of these options can have a backup camera bundled to assist with backing up and eliminating blind spots.



Roll over image to zoom in

 BOSS Audio Systems BVCP9700A-FL Car Stereo - Apple CarPlay, Android Auto, Single Din, 7 Inch Touchscreen, Bluetooth, No CD DVD Player, AM/FM Radio Receiver

Visit the BOSS Audio Systems Store

4.2  947 ratings | [Search this page](#)

Amazon's Choice for "single din touchscreen radio"

500+ bought in past month

Coupon: ☐ [Apply 10% coupon](#) [Shop items >](#) | [Terms](#)

May be available at a lower price from other sellers, potentially without free Prime shipping.

 Buying multiple items? [Go to multi-select](#)

Size: **7 Inch**



 Jensen J1CA8FL 8-inch Certified Apple CarPlay Android Auto Wired or Wireless | Single DIN and Double DIN Touchscreen Car Stereo Radio | Bluetooth | Front and Rear Camera Inputs | USB Playback & Charge

Visit the Jensen Store

3.5  29 ratings | [Search this page](#)

50+ bought in past month

Coupon: ☐ [Apply 10% coupon](#) [Shop items >](#) | [Terms](#)

May be available at a lower price from other sellers, potentially without free Prime shipping.

 Buying multiple items? [Go to multi-select](#)

Style: **8-Inch Wireless Stereo**

8-Inch Wireless Stereo
\$219.99


10.1-Inch Wireless Stereo
\$249.99


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Option 3: Standalone plug and play devices. Once installed it displays everything via the screen and its own audio.

Electronics > Car & Vehicle Electronics > Car Electronics > Car Audio > Car Stereo Receivers



Apple Carplay Screen for Car, 7" HD Portable Car Stereo Touch Screen with Wireless Android Auto, Backup Camera, Car Audio Receivers with Voice Control, Mirror Link, Bluetooth, GPS Navigation

Visit the ZEMBUKIL Store

4.3 ★★★★★ 1,429 ratings | Search this page

#1 Best Seller in Car Audio Receivers

10K+ bought in past month

Brand	ZEMBUKIL
Connectivity Technology	Bluetooth, Auxiliary, Wi-Fi, USB
Controller Type	Android, iOS
Special Feature	Wireless HD Mirror Link, Backup Camera, Touch Screen, Voice Control, Wireless Carplay & Android Auto
Compatible	Smartphone

About this item

- **[Wireless Apple Carplay & Android Auto with Voice Control]** This double din car stereo is compatible with Apple CarPlay & Android Auto, just connect with your smartphone you can access apps, maps, calls, AUX, FM, speakers and Bluetooth

< Back to results



Portable Newest Wireless Apple CarPlay and Android Auto Screen for Car, 7" HD Touch Screen Car Stereo with Mirror Link, Bluetooth 5.2, Backup Camera, AUX, FM Transmitter for All Vehicle

Visit the PASLDA Store

4.3 ★★★★★ 1,435 ratings | Search this page

Amazon's Choice for "carplay"

10K+ bought in past month

Brand	PASLDA
Color	Black
Screen Size	5.77 Inches
Display Type	LCD
Connectivity Technology	Bluetooth

About this item

- **✓ [Newest Wireless Carplay & Android Auto]** : Supporting wireless&wired Carplay and Android Auto functions , the PASLDA touch screen car adio use a smarter, safer, and more fun way , allowing you to enjoy effortless access to essential features like map navigation, phone calls, emails, messages, and music while on the road. The google voice assistants ensures hands-free control, making