

**Elmer Smith Oil Company, Inc.  
Domino Transports, Inc.  
Domino Food and Fuel, Inc.**

**Policy for Use of Electronic Equipment While Driving**

It is the policy of Elmer Smith Oil Co., Domino Transports, Inc. and Domino Food and Fuel, Inc. that no employee will use any type of handheld electronic device for any purpose other than placing or receiving calls while operating a company vehicle or while driving their personal vehicle on company business.

This includes, but is not limited to, cell phones, laptops, PeopleNet, GPS systems, and calculators. There will be absolutely no Texting or using the internet while driving.

**Responsibility**

It is the responsibility of the Safety Director or Human Resources Manager to inform each employee of this policy during new-hire orientation.

It is the responsibility of all management and supervisory staff to assure compliance with this policy by all employees at all times.

**Procedure**

The Safety Director or Human Resources manager will inform each employee at time of hire as to the requirements of our companies pertaining to this policy. The Safety Director will note the time and date that this policy is reviewed with each employee, in their employee file.

Any employee found violating this policy will be subject to disciplinary action up to and including termination.

Any ticket received by a driver, for the illegal use of a cell phone or electronic device, will be the responsibility of the driver and must be reported to The Safety Director or Human Resources Manager within 24 hours of its issuance.

\_\_\_\_\_  
Driver Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Safety Director/Human Resources