



TO: ALL YANKEE TRAILS MOTOR COACH OPERATORS
RE: CELL PHONE USE POLICY
EFFECTIVE: JANUARY 26, 2023
AMENDED: FEBRUARY 8, 2023 (RE: How Fines Will Be Collected)

It is against the law to use a cell phone while operating a motor vehicle, without the use of a hands-free device.

To address the vehicle damage, personal injury and potential litigation associated with cell phone use while operating any motor vehicle owned by Yankee Trails, we will be instituting our **Cell Phone Use Policy**:

Yankee Trails strongly recommends against cell phone use while operating any Yankee Trails owned vehicle(s). In the event it becomes necessary to communicate by cell phone with a member of our management team, Yankee Trails always requires the use of a hands-free device. Failure to adhere to this policy will result in the following:

Driver will be notified of the infraction

- 1st Offense: \$100 Fine*
- 2nd Offense: \$200 Fine | Potential suspension without pay*
- 3rd Offense: \$300 Fine | Potential suspension without pay or employment termination*

**All fines will be entered as a deduction from Driver's quarterly Performance Bonus, during the quarter in which the infraction occurs. Each offense will be documented and saved to the Driver's personnel file.*

By signing below, you acknowledge that you have been made aware of the **Cell Phone Use Policy** and agree with the penalties resulting from a failure to adhere to this policy. You also acknowledge that Yankee Trails reserves the right to suspend or terminate employment, as noted above.

Driver Name (PRINT)

Date

Driver Name (SIGN)

NOTE: Failure to sign this document will indicate that you acknowledge Yankee Trails reserves the right to suspend or terminate employment at any time, for a failure to adhere to the policy.