**Bigelow Laboratory Driver Safety Policy**

Employees should be aware that they are representing Bigelow Laboratory while driving a vehicle on Laboratory business. This includes while they are at the wheel of their own vehicle, as well as those owned, rented or leased by the lab.

It is in the best interest of everyone to be as safe and conscientious a driver as possible.

Anyone operating a vehicle on Bigelow Laboratory business shall:

1. Hold a legal driver's license from their state of residence, or an international license, if applicable.

2. Adhere to basic safety policies and traffic laws such as the use of seat belts, obeying traffic signs and signals. Observe posted speed limits.

3. Not operate a vehicle if impaired in any way (specifically through use of alcohol, drugs, or medications).

4. Avoid driving when fatigued. On long trips, rest stops or driver changes should be planned for every 2-3 hours.

5. Not be a Distracted Driver: the use of non-hands-free cell phones or other electronic devices are forbidden while operating a vehicle on laboratory business. It is Laboratory policy that you should allow voice mail to handle incoming calls and return them only when it is safe to stop the vehicle and answer the messages.

6. Avoid contributing to "Road Rage" situations: Do not tailgate. Do yield to drivers who have the right of way, and to those who don't but behave as though they do.

7. Make every effort to determine that the vehicle you are driving is maintained in such a way as to make it safe for the travel intended. (is it ready for weather and the road conditions you may encounter?)

A Defensive Driving video is available on the Safety shelves near the café for training purposes.