

Mechanical Contractors Association

MCAA

of America

Distracted Driving

Reduction and Prevention Guide



Not that long ago, the phrase “distracted driving” conjured up images of drivers smoking, eating, changing a radio station, or reaching for something that had fallen from the seat. Although all of those actions still result in distracted driving, the nature of distracted driving has changed dramatically in recent times. Typical cell phone use and Smartphones that enable drivers to access the Internet and social networking sites have transformed otherwise safe drivers into highly distracted and very dangerous ones. Unfortunately, these drivers include some workers in the mechanical industry whose jobs descriptions include driving, such as service technicians and construction workers.

What is Distracted Driving?

Distracted driving is the diversion of attention away from driving, reducing the driver’s awareness, decision-making, and/or performance and leading to an increased risk of corrective actions, near-crashes, or crashes. The driver may be distracted by temporarily focusing on an object, person, task, or event not related to driving. There are three categories of distractions:

- **Visual:** Taking your eyes off the road
- **Manual:** Taking your hands off the wheel
- **Cognitive:** Taking your mind off driving

Some of the most common activities that result in work-related distracted driving include, but are not necessarily limited to:

- Texting;
- Talking on a cell phone;
- Interacting with a GPS;
- Interacting with a radio, personal music player, etc.;
- Reacting emotionally to another driver;
- Reading a map or other materials;
- Grooming;
- Eating;
- Drinking;
- Smoking;
- Interacting with others in the vehicle.

Why Should You Be Concerned About Distracted Driving?

According to the U.S. Department of Transportation (DOT):

- More than 5,400 people died in crashes linked to distracted driving in 2009.
- Fatalities associated with distracted driving increased from 10 percent in 2005 to 16 percent in 2009.
- The number of drivers who were distracted at the time of these fatal crashes climbed from 7 percent in 2005 to 11 percent in 2009.
- More than 303,000 injury-causing crashes involved distracted driving in 2009.
- Of the drivers distracted during a fatal crash, the 30–39 year-old age group was most distracted by typical cell phone use, i.e. run-of-the-mill telephone calls.
- Overall driver distraction during fatal crashes varies by age. Rankings for those who are most distracted (Level 1) to least distracted (Level 3) follow:

Level of Distraction Ranking	Age Group
1	Under 20
2	20 – 29
3	30 – 39

What Causes Distracted Driving?

Drivers talking on cell phones, regardless of whether they're using hands free devices, may not see what's happening in the road ahead of them, even if they are looking right at it. This phenomenon is referred to as *inattention blindness*. In the state of inattention blindness, the cognitive distraction from the conversation won't allow the brain to process everything in the roadway ahead.

The bottom line is the human brain is completely incapable of multi-tasking, or performing two tasks at exactly the same time. The brain instead focuses back and forth between tasks including driving and the distracting activity. Since the back and forth focus in the brain occurs very quickly, many drivers incorrectly and dangerously believe that they are safely multi-tasking.

In reality, the tenths of a second required for this back and forth focus in the brain equates to much slower reaction times and much greater distances traveled before being able to stop the vehicle or otherwise react to the situation in the road. Reaction times are even slower when a driver's eyes are not on the road, such as when texting or reading a map or GPS screen.

What is OSHA's Position on Occupational Distracted Driving?

The Occupational Safety and Health Administration's (OSHA) position on distracted driving is very straightforward. The agency believes that distracted driving is an epidemic. As a result, OSHA is taking a multi-pronged approach to stopping it, with a special focus on curtailing the most dangerous of these activities: texting while driving. OSHA believes that companies are in

violation of the Occupational Safety and Health Act if, by policy or practice, they require texting while driving, create incentives that encourage or condone it or structure work so that texting is a practical necessity for workers to carry out their jobs. The following letter was written in 2010 by the Assistant Secretary of Labor for OSHA and addressed to the nation's employers.

U.S. Department of Labor
Assistant Secretary for
Occupational Safety and Health
Washington, D.C. 20210

October 4, 2010

Dear Employer:

Distracted driving has become an epidemic in the United States, and its often fatal consequences are a threat to your workers, your business and the public.

Because millions of workers' jobs require them to spend part or all of their work day driving — visiting clients and customers, making site visits, or delivering goods and services — the Departments of Labor (DOL) and Transportation (DOT) are joining forces in a campaign to stop distracted driving and save lives.

Year after year, the leading cause of worker fatalities is motor vehicle crashes. There's no question that new communications technologies are helping business work smarter and faster. But getting work done faster does not justify the dramatically increased risk of injury and death that comes with texting while driving.

The human toll is tragic. DOT reports that in 2009, more than 5,400 people died in crashes linked to distraction and thousands more were injured. "Texting while driving" has become such a prominent hazard that 30 states now ban text messaging (texting) for all drivers. [This number has since increased to include 34 states, the District of Columbia, and Guam.]

OSHA is partnering with others across government, industry and the public to bring together important information and tools to attack texting while driving and other distracted driver hazards. We invite you to learn more about combating this problem at www.osha.gov and at DOT's distracted driving website, www.distraction.gov.

Most employers want to do the right thing and protect their workers, and some have already taken action to prohibit texting while driving. It is your responsibility and legal obligation to create and maintain a safe and healthful workplace, and that would include having a clear, unequivocal and enforced policy against the hazard of texting while driving. Companies are in violation of the Occupational Safety and Health Act if, by policy or practice, they require texting while driving, or create incentives that encourage or condone it, or they structure work so that texting is a practical necessity for workers to carry out their job.

To combat the threat of distracted driving, we are prepared to act quickly. When OSHA receives a credible complaint that an employer requires texting while driving or who organizes work so that texting is a practical necessity, we will investigate and where necessary issue citations and penalties to end this practice. I invite you to join us in observing "Drive Safely Work Week," October 4-8. During this week and throughout the year, let's work together to prevent workers from being injured and killed on the road.

OSHA's multi pronged initiative to address distracted driving includes:

- An education campaign calling on employers to prevent occupationally-related distracted driving with special emphasis on prohibiting texting while driving;

- A website that carries a video message and an open letter to employers from the Assistant Secretary of Labor for OSHA. It will showcase model employer policies and team up with employer and labor associations to communicate its message;
- Plans to forge alliances with the National Safety Council and other key organizations to help it reach out to employers, especially small employers, to combat distracted driving and prohibit texting while driving;
- A special emphasis on reaching young workers through a partnership with other Labor Department agencies, as well as its alliance partners and stakeholders; and
- Enforcement in the form of citations and penalties, to follow investigation of credible complaints that an employer requires texting while driving or organizes work so that texting is a practical necessity.

State Laws

Talking on hand-held cell phones while driving is banned for all drivers in the following 10 states:

- California;
- Connecticut;
- Delaware;
- Maryland;
- Nevada;
- New Jersey;
- New York;
- Oregon;
- Utah; and
- Washington.

Texting while driving is banned for all drivers in the following 34 states, the District of Columbia and Guam:

- Alaska;
- Arkansas;
- California;
- Colorado;
- Connecticut;
- Delaware;
- Washington, DC;
- Florida;
- Georgia;
- Guam;
- Illinois;
- Indiana;
- Iowa;
- Kansas;
- Kentucky;
- Louisiana;
- Maine;
- Maryland;
- Massachusetts;
- Michigan;
- Minnesota;
- Nebraska;
- Nevada;
- New Hampshire;
- New Jersey;
- New York;
- North Carolina;
- Oregon;
- Rhode Island;
- Tennessee;
- Utah;
- Vermont;
- Virginia;
- Washington;
- Wisconsin; and
- Wyoming.

Recommendations to Aid in Prevention of Distracted Driving

MCAA and MSCA recommend that mechanical industry employers take steps to help reduce distracted driving in their companies. The Safety and Health Committee believes that following the recommended steps will make your workers, whose job descriptions include driving, cognizant of the hazards associated with distracted driving, and reduce the risk of accidents related to distracted driving.

- Establish a written policy to reduce or prevent distracted driving in your company;
- Train all affected drivers/workers on the subject of distracted driving;
- Consider using available technology to reduce or prevent distracted driving in your company.

Company Policy on Distracted Driving

Establishing a company policy on distracted driving will provide several eloquent messages to affected drivers/workers including:

Distracted driving is extremely dangerous to the driver, passengers and others in close proximity;

The top level of management is committed to reducing or preventing distracted driving in the company; and

There will be disciplinary action up to and including termination for violations of the policy as deemed appropriate.

The third message requires some explanation. Establishing and implementing disciplinary action as part of the policy can be part of an affirmative defense against an OSHA citation and accompanying fine. For example, if your policy states that texting while driving a company vehicle is prohibited, but an employee causes a wreck while texting, the employer can avoid a citation or have it vacated if he can prove that:

- A work rule to prevent the violation had been established (written policy);
- The work rule was effectively communicated to the employee (training and documentation to prove it);
- There were methods in place for discovering violations of the work rule (use of available technology); and
- There is evidence that effective enforcement occurs when violations are discovered (documentation showing that implementation of the disciplinary action plan occurred).

The most important thing to remember with regard to establishing affirmative defenses is that it's not enough to have disciplinary action as part of your written policy. You must be able to

prove that you are looking for violations and taking disciplinary action when violations are discovered.

Sample Policy Language

Mechanical construction and service companies have varying needs depending on the types of mechanical services they provide, their customers' needs, and their own geographic locations. Therefore, policy language established by one company may not be conducive to the needs of another. Samples of policy language currently being used by MCAA and MSCA members are shown below.

MCAA and MSCA strongly recommend that all policies addressing distracted driving strictly prohibit texting while driving.

Sample 1 – Cell Phone/Blackberry/Droid/Texting and Other Communication Devices

The use of cellular/mobile phones (hand held and hands free), texting or using other hand held devices (e.g. Blackberry/Droid, PDA) and laptop computers is not permitted while operating a vehicle. Using cell phone/Blackberry/Droid and other communication devices while driving leads to an increased risk of having an accident. Other increased risk from inattention can involve adjusting the radio, eating, smoking, talking to passengers, and other distractions.

- Allow voice mail to handle your calls and return them when you are not driving.
- If you need to place or receive a call pull off the road to a safe location.
- Inform regular callers of your driving schedule, and when you will be available to talk.
- Keep your hands on the wheel and your eyes and mind on the road while driving.
- Pull off the road to a safe location when looking at maps or a GPS.

Sample 2 - Mobile Phone Policy Recommendation for Use By Individual Employers

Cell phones, mobile phones, personal digital assistants* (PDAs) and other related devices are useful for individuals and companies and can add to the productivity of employees and their employers. However, these communication devices, if used without restriction or common sense, may detract from individual and company productivity and compromise safety. In order to create a productive and safe working environment the use of these devices are restricted by the Company.

Personal Mobile Phones

Personal mobile phone calls or text-messaging is a distraction and is non-productive in the work place. Personal calls or text messages are only allowed during breaks or lunch times. Personal phones and other devices shall be turned off or silenced during working hours. The company

will not be held liable for the loss of personal cell phones at the workplace. The use of mobile devices while operating a motor vehicle is STRICTLY PROHIBITED.

* Personal Digital Assistant (PDA) is defined as any handheld computer, mobile phone, Smartphone, web browser, or portable media player. Today the vast majority of PDAs are Smartphones, but for the purposes of this policy, PDAs also include non-phone stand-alone PDAs and company pagers.

Additional Considerations (not part of this policy)

Certain companies may allow use of hands-free devices, provide further guidance to employees, or have additional exceptions to “strictly prohibiting” use of mobile devices while driving. Review applicable local and state laws regarding the use of these devices. In addition, since a policy of this nature may include “conditions of employment” or disciplinary actions, consider having your local Union review/ approve the policy for local bargaining agreement conformity.

Sample 3 – Mobile Phone Use Policy

At _____ we recognize that our employees are our most valuable asset, and contribute to our continued growth and success. We are firmly committed to the safety of our employees and will do everything to prevent workplace accidents and provide a safe working environment for all employees.

This policy has been established as guidance to our employees who, by nature of their work, are required to be accessible by telephone regardless of the time of day, day of the week, or geographical location. Service equipment shall be determined by job description to fulfill the need of each specific employee.

_____ employees are strongly discouraged from using a company-provided mobile phone for personal use. Personal mobile phone calls or text-messaging is a distraction and is non-productive in the workplace. Personal calls or text messages are allowed only during breaks or lunch times. Personal phones shall be turned off or silenced during working hours. However, personal calls may be acceptable as a result of work related situations, such as necessity to work unanticipated overtime. These calls should be brief and to the point. Hand-held mobile phone use while operating a motor vehicle is STRICTLY PROHIBITED. ‘Mobile phone use’ includes making and receiving calls, text messaging (texting), e-mailing, etc.

Driver inattention is a factor in a majority of motor vehicle accidents. We are not only concerned about your welfare as a _____ employee, but also the welfare of others who could be put in harm’s way by inattentive driving. The following items should be considered in regards to mobile phone use while driving:

- The driver’s primary responsibility is the safety of themselves, other drivers, pedestrians, and the passengers in the vehicle.
- It is important to comply with all state and local laws governing mobile phone use while driving. Please contact the HR committee for any current laws which may be applicable to the geographical area that you may be working in.
- Allow your voicemail to handle your calls and return them at a safe time.

- If you are required to make or receive a call, pull over to the side of the road [and] stop the vehicle so you can safely use your mobile phone or ask the caller for permission to talk to them at a better and safer time.
- Avoid any calls that may involve any stressful or emotional conversations.
- Avoid the use of phones in difficult traffic conditions or adverse weather.
- If possible, use a passenger to receive or make mobile phone calls.

Sample 4 – Safety Issues for Cellular Phone Use

Safety is valued at _____. The following guidelines will help prevent vehicle accidents and protect our employees' overall health and safety as well as the health and safety of those around us.

Employees are prohibited from using cell phones and related technology (text messaging, calendaring, reviewing contact list, iPods, earpieces, etc.) while driving company vehicles (this includes slow or stopped traffic). This also applies to the following:

- Any and all times employees drive company vehicles (regardless of whether it is on company time).
- Any and all times employees drive personal vehicles to perform their job or for business on behalf of the company.

_____ also strongly encourages employees to refrain from using cell phones and related technology during non-work/personal time while driving. Distracted driving is a factor in 1 out of 4 crashes nationally.

To meet the operational demands of the business, it may be necessary to contact an employee who is driving a vehicle. If an employee is called, the following guidelines will be used:

- The phone number _____ is designated as a priority/urgent phone number. Please program this phone number with a specific urgency ring tone. This ring tone will prevent the employee from needing to glance at the phone. If an employee receives a call from this number, follow procedure below.

CALL BACK ASAP – Employee will find the next closest and safest location to stop the vehicle and return the call. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area. Remember to use common sense. Returning a phone call will never take precedence over safety.

Training the Driver/Worker

Many workers don't realize the danger of driving while distracted. Most of them have had countless conversations on their cell phones while driving without a single incident. Also, most people believe that they are capable of performing two tasks at the same time with complete

concentration on each of them simultaneously. That's why training is critical. Training should focus on the way the brain functions when it is distracted, how distraction reduces reaction time, and other subjects that clearly show why distracted driving is so dangerous. Training also should cover alternative methods for addressing communication requirements besides calling or receiving a call while driving. Be sure to cover the contents of your company's policy and disciplinary action plan regarding distracted driving thoroughly.

Tips for Training

- Keep the training relatively short and simple. These workers already know how to drive and they're probably good at it. Stay focused on the topics described above.
- Give them the information they need and then test them on it. The test will let you know whether they have grasped the key points of the training and also provide your company with some training documentation.
- Make the training as interesting as possible. Nothing gets their attention like true stories of tragic distracted driving-related incidents. Testimonials work well too. If you can find a witness or a victim who is able and willing to testify about an incident that occurred, you'll get the trainees' undivided attention.

Training Documentation

Be sure to carefully document the training. Have each trainee sign a training documentation sheet and put his name and the date on his test. Collect and file the tests for future reference if needed.

Training Aids

Two training aids are included in the appendices of this publication: a toolbox safety talk and a 20- question multiple choice test. The toolbox talk will help you convey key points about the hazards and physiology associated with distracted driving and alternative methods for dealing with communication requirements, and the test will enable you to ensure that these points are being absorbed. If you also convey the contents of your company's policy and accompanying disciplinary action plan, the training should be very effective.

Technology to Aid in Prevention of Distracted Driving

Hands-Free

Presently 10 states ban the use of hand-held cell phones while driving. The impetus behind these laws is recent research that suggests there is no difference in the level of cognitive distraction whether you're using a hands-free cellular device or a hand-held cell phone. However, hands-free cellular devices that are voice activated do help drivers keep their eyes on the road and both hands on the wheel. Recall that a driver's reaction time significantly decreases when he reacts to a driving event where his eyes were not initially on the road. Reduced reaction time means more distance traveled before corrective action is started, and therefore, higher probability of an accident occurring. **MCAA and MSCA do not recommend the use of cell phones while driving.** However, if your company policy allows cell phone use at any time while driving, you may want to consider requiring hands-free voice activated cell phone systems so the drivers won't have to take their eyes off the road to make or receive a call.

Driver Cell Phone Detectors

Recall also that in order to establish an affirmative defense against an OSHA citation there must be a method in place for discovering violations of company safety rules such as no cell phone use while driving, or no texting while driving. However, it's extremely difficult to achieve this requirement since our drivers/workers are usually away from an established facility, and most often they are by themselves. That's where modern technology can play a role.

Several companies are manufacturing devices that detect cell phone use while driving. These devices have varying degrees of sophistication, but the more advanced devices are able to:

- Monitor driving and forward data relating to all calls, text messages and e-mails sent or received to a computer;
- Capture data and transfer it to a remote centralized database;
- Record time, date, duration and average vehicle speed for each cell phone use event;
- Activate onboard visual warnings such as a flashing light or an audio warning;
- Allow driver cell phone use for any emergency call;
- Allow safe driver cell phone use below a pre-determined speed; and/or
- Integrate with fleet GPS monitoring systems.

GPS Technology that Prevents Texting While Driving

There is currently GPS application technology that prevents texting while driving. When the GPS senses that the vehicle is moving, the application intercepts incoming text messages and responds to the sender letting him know that the recipient is unavailable.

Distracted Driving Prevention Technology

This technology is changing and improving all the time. Watch for the release of enhanced distracted driving prevention technology on a regular basis.

Appendix I – MCAA/MSCA Toolbox Safety Talk

Subject: Distracted Driving

The nature of distracted driving has changed dramatically in recent times. Typical cell phone use, texting, and Smartphone technology, including Internet access and social networking sites, have turned otherwise safe drivers into highly distracted and very dangerous drivers.

- In 2009 more than 5,400 people died in crashes linked to distracted driving.
- More than 303,000 distracted driving injuries occurred the same year.
- The human brain is incapable of multi-tasking. Its focus has to go back and forth between driving and the distracting event. Since the back and forth focus taking place in the brain occurs so quickly, it appears to the driver that he is multi-tasking, i.e. concentrating fully on each task simultaneously.
- What really occurs when drivers believe they are multi-tasking is a phenomenon referred to as inattention blindness.
- In the state of inattention blindness, the cognitive distraction of the conversation won't let the brain process everything in the roadway ahead. The driver can be looking directly at, but not see, what's happening ahead of him. If you have ever driven a distance only to realize that you don't remember part of the drive, you've experienced inattention blindness.
- To help protect yourself and others from distracted driving-related motor vehicle crashes, limit the use of any type of cell phone while driving, even if it's a hands-free device. Recent research suggests that there is no difference in the degree of cognitive distraction whether the driver is holding and talking on a phone or using a hands-free device.
- The brain's back and forth focus shift between tasks may take several tenths of a second, which equates to much slower reaction times and much greater distances traveled before being able to stop the vehicle or react to the situation on the roadway.
- Reaction times are even slower when a driver's eyes are not on the road, such as when he is texting or reading a map.
- Hand-held cell phone use has been banned in 10 states.
- Texting while driving has been banned in 34 states, the District of Columbia and Guam.

Tips for Reducing and Preventing Distracted Driving

- Always comply with all state and local laws regarding cell phone use while driving.
- Never use communication devices that you have to look at while driving.
- Set up a voice mail box to receive your incoming calls and return them when you are not driving.
- If for some reason you absolutely can't wait to place or receive a call, pull off the road to a safe place first.
- Let your regular callers know your driving schedule and asked them not to call while you're driving.
- Make radio adjustments such as volume, bass and treble control, and radio station pre-set buttons before you start to drive.
- If you're using a GPS, pull off the road to a safe location before you program it.
- If you have to read a map, directions or other materials, pull off the road to a safe location before reading them.
- Stay alert for other drivers who are distracted and be prepared to take evasive action.
- When you are driving and there is a passenger in the vehicle, have the passenger make and receive any necessary calls.
- If you are required to receive or make calls while driving, try to avoid taking or making calls that could be stressful or emotional.
- Always avoid making or receiving calls/messages when you are driving in difficult traffic situations or bad weather.
- Stay alert when interacting with other passengers. If there is more than one passenger in the vehicle, let the passengers interact with each other while you concentrate on driving.
- Keep both hands on the wheel, your eyes on the road and your mind on the driving.

Appendix II – Distracted Driving Basic Knowledge Test

(Directions – Circle the letter corresponding to the best answer for each question)

1. _____ of people die each year in the United States in crashes involving distracted driving.
 - a. Dozens
 - b. Tons
 - c. Hundreds
 - d. Thousands

2. The human brain is capable of multitasking
 - a. only when driving is not involved.
 - b. never.
 - c. only when the tasks are not complex tasks.
 - d. only when the cognitive distraction of one task is less than the other.

3. Inattention blindness is
 - a. exactly the same as tunnel vision, where the driver loses peripheral vision but can still see straight ahead.
 - b. occurs when the driver takes his eyes off the road to read something such as a map or a GPS.
 - c. when a driver is looking directly at, but still can't see what's happening ahead of him.
 - d. A phenomenon that occurs when someone is texting while driving.

4. Using a hands-free, voice-activated device may be safer than using a hand-held cell phone because
 - a. the driver can keep both hands on the wheel.
 - b. the brain will be able to focus only on driving and not on the conversation.
 - c. the driver won't have to take his eyes off the road to make or receive a call.
 - d. a and c.

5. _____ of people are injured each year in the United States in crashes involving distracted driving.
 - a. Hundreds of thousands
 - b. Hundreds
 - c. Thousands
 - d. Tens of thousands

6. When the human brain's focus goes back and forth between tasks such as driving and talking on the phone, it may take an additional _____ before the driver reacts to a situation on the road.
 - a. 100th of a second
 - b. several tenths of a second
 - c. 1000th of a second
 - d. couple of seconds

7. Slower reaction times, which are generated by distracted driving, result in
 - a. crashes.
 - b. close calls.
 - c. greater distances traveled before stopping or reacting to a situation on the road.
 - d. all of the above.

8. When a driver's eyes are not on the road, such as when he is reading or texting, reaction times are _____ than when the driver's eyes are on the road.
 - a. slower
 - b. faster
 - c. about the same
 - d. none of the above

9. Always comply with all _____ laws regarding the use of cell phones while driving.
 - a. federal
 - b. federal, state and local
 - c. state and local
 - d. local

10. Communication systems that you have to look at to use should
 - a. be used only for work related business while driving.
 - b. never be used while driving.
 - c. be used only to communicate with your immediate supervisor.
 - d. never be used at all.

11. The best thing to do when a call comes in while you are driving is to
 - a. answer the call, but put the caller on hold until you can stop at a safe location.
 - b. allow a voice mail system to receive the call and return the call when you're not driving.
 - c. keep the call short.
 - d. keep the call from becoming stressful or emotional.

12. If you absolutely must make or receive a call while driving
 - a. use a hands-free, voice-activated device.
 - b. keep the call short.
 - c. end the call immediately if it starts to become stressful or emotional.
 - d. all of the above.

13. Adjustments to mirrors, seats radios, a GPS and any other similar objects should be made only
 - a. when you are stopped at a stop sign or stop light.
 - b. when you are driving at a slow speed in minimal traffic.
 - c. when you are not driving.
 - d. when you are not driving on a highway.

14. If you absolutely must make or receive a call while you are driving avoid doing so
- in bad weather.
 - in difficult traffic situations.
 - a and b.
 - during rush hour.
15. If there is more than one passenger in the vehicle while you are driving it's best to
- let the other passengers interact while you concentrate on safe driving.
 - talk only with the passenger in the front seat next to you.
 - keep the conversation light.
 - lead the conversation to keep it from becoming stressful or emotional.
16. While you're driving always be alert for distracted drivers and
- honk at them to get their attention.
 - be prepared to take evasive action.
 - get in front of them so they can't drift into your lane.
 - none of the above.
17. Effective ways to cut down on incoming calls while you are driving are to
- let your regular callers know your driving schedule and ask them not to call you then.
 - leave your phone in the trailer or at the shop.
 - Turn the phone off while you are driving.
 - a and c.
18. Presently, _____ states ban the use of hand-held cell phones while driving.
- 10
 - 20
 - 30
 - 45
19. Presently, _____ states, the District of Columbia and Guam ban text messaging (texting) while driving.
- 14
 - 24
 - 34
 - 44
20. When driving you should always keep
- both hands on the wheel.
 - your eyes on the road.
 - your mind on driving.
 - all of the above.

Distracted Driving Basic Knowledge Test – Answer Key

1. d
2. b
3. c
4. d
5. a
6. b
7. d
8. a
9. c
10. b
11. b
12. d
13. c
14. c
15. a
16. b
17. d
18. a
19. c
20. d

Item Code: SE76PDF



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