

October 21, 2010

<b>DIRECTIVE:</b> <b>JOB CORPS PROGRAM INSTRUCTION NO. 10-17</b>
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**TO:**                   ALL JOB CORPS NATIONAL OFFICE STAFF  
                          ALL JOB CORPS REGIONAL OFFICE STAFF  
                          ALL JOB CORPS CENTER DIRECTORS  
                          ALL JOB CORPS CENTER OPERATORS  
                          ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
                          ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

**FROM:**               EDNA PRIMROSE  
                          National Director  
                          Office of Job Corps

**SUBJECT:**           Distracted Driving Awareness, Initiatives, and Resources

1.     Purpose. To improve driver safety within the Job Corps community, and to increase awareness of the dangers of distracted driving.
2.     Background. Motor vehicle accidents are the leading cause of worker deaths. Distracted driving increases the risks of such accidents. Cell phone usage, particularly texting, is common among youth. According to the National Highway Traffic Safety Administration, the percentage of young drivers who text or use other hand-held electronic devices while driving has increased from 2007, and drivers under 20 years old show the highest proportion of distracted fatal crashes (16 percent) (refer to <http://distraction.gov/stats-and-facts>). However, driving and texting impairs us all, regardless of age.

President Obama took the first step to take aim at this growing danger by issuing Executive Order (EO) 13513, Federal Leadership on Reducing Text Messaging While Driving. In accordance with the EO, Job Corps revised the Policy and Requirements Handbook (PRH), Chapter 5, Section 5.19, R2: Vehicle Safety. The EO further directed all federal agencies to take appropriate action to implement the policy and conduct education, awareness, and other outreach about safety risks associated with texting while driving. Job Corps incorporated this element into its safety and fleet programs in July 2010 (refer to Program Instruction No. 10-03).

The Department of Labor is partnering with the Department of Transportation to take action and encourage employers to take steps to combat distracted driving. The Occupational Safety and Health Administration (OSHA) is leading this initiative for the Department of Labor by promoting a variety of events, messages, and alliances targeted at the problem of distracted driving. Job Corps will participate in this initiative and will call upon federal and government contract employees to respond and do the following:

- a. Place special emphasis on reaching young workers to reduce distracted driving.
  - b. Ensure that all drivers with responsibility for driving fleet vehicles have a heightened awareness of requirements for safe vehicle operation and the risks of distracted driving.
3. Action. Center directors are encouraged to identify or develop campaigns and programs to eliminate distracted driving, and require student and staff participation. **Campaign and success stories should be directed to [kyle.andrea@dol.gov](mailto:kyle.andrea@dol.gov)**. Following are examples of actions you can take:

- a. Hold your own “Two-Second Turn Off Day.” (Refer to <http://www.distraction.gov/>.)
- b. Open “Two-Second Turn Off Day” to a Challenge Winner.
- c. Hold a focus group with students to explore perceived reasons for distracted driving; discuss alternatives and behavior changes.
- d. Have students do research on distracted driving, and find and share stories that have impact.
- e. Ensure that students are aware of the Occupational Safety and Health (OSH) Act, which prohibits employers from requiring or encouraging texting while driving.
- f. Refer to the following resources for additional information and assistance:
  - (1) Executive Order 13513, [http://www.whitehouse.gov/the\\_press\\_office/Executive-Order-Federal-Leadership-on-Reducing-Text-Messaging-while-Driving](http://www.whitehouse.gov/the_press_office/Executive-Order-Federal-Leadership-on-Reducing-Text-Messaging-while-Driving)
  - (2) U.S. Department of Transportation, Official U.S. Government website for distracted driving, <http://www.distraction.gov/>
  - (3) OSHA Distracted Driving Initiative, [www.osha.gov/distracted-driving/initiative.html](http://www.osha.gov/distracted-driving/initiative.html)
  - (4) OSHA Distracted Driving – Young Workers, [www.osha.gov/distracted-driving/youngworkers.html](http://www.osha.gov/distracted-driving/youngworkers.html)
  - (5) National Highway Traffic Safety Administration, [www.nhtsa.gov](http://www.nhtsa.gov)

In addition, the following organizations are active in the national campaign against distracted driving, offering tools and resources:

- a. National Safety Council (NSC) – *Safety on the Road* program, [www.nsc.org/safety\\_road/InsuranceStateReductionPrgm/Pages/Home.aspx](http://www.nsc.org/safety_road/InsuranceStateReductionPrgm/Pages/Home.aspx)

- b. Network of Employers for Traffic Safety (NETS), [www.trafficsafety.org](http://www.trafficsafety.org)
- c. National Organizations for Youth Safety (NOYS), [www.noys.org](http://www.noys.org)
- d. FocusDriven, [www.focusdriven.org](http://www.focusdriven.org)
- e. AAA Foundation for Traffic Safety, <http://www.aaafoundation.org/home/>

Addressees are to ensure this Program Instruction is distributed to all appropriate staff.

- 4. Expiration Date. Until superseded.
- 5. Inquiries. Inquiries should be directed to Andrea Kyle at (202) 693-3396 or [kyle.andrea@dol.gov](mailto:kyle.andrea@dol.gov).