



FALL RIVER RURAL ELECTRIC COOPERATIVE, INC.

GENERAL POLICY No. 622

SUBJECT: COOPERATIVE VEHICLES

I. PURPOSE:

To establish a written policy on the use of Cooperative vehicles by employees.

II. POLICY:

A. General

1. Subject to the required use of certain vehicles for commuting purposes, no Cooperative vehicle or equipment shall be used for personal purposes, other than *de minimis* personal use, i.e., stopping on a personal errand while commuting to and from work, or stopping for a meal while engaged in regular business activities on behalf of the Cooperative.
2. The business of the Cooperative requires reasonable diligence to provide the members with adequate and dependable electric service, even though there is no guarantee for a continuous and uninterrupted supply thereof. To that end, this policy establishes the Cooperative's requirement as to the care of and responsibility for assigned vehicles and equipment; recordkeeping requirements to be followed by employees using Cooperative vehicles; and tax consequences, if any,

to employees for their use of vehicles and equipment as hereinafter set forth.

B. Assignment of Vehicles and Responsibility Therefore

1. The General Manager/CEO, or his designee, shall be responsible for the assignment of all vehicles to specific employees.
2. Each employee who has been assigned a vehicle or equipment shall be responsible for the maintenance and care of the vehicle and equipment (at the Cooperative's expense) and shall maintain maintenance and mileage logs as required by management. Such logs shall be provided to the General Manager/CEO or his designee on a monthly basis to become a permanent part of the Cooperative's records on transportation expenses.

C. Use of Certain Vehicles for Commuting Purposes

1. Specialized Utility Repair Trucks – Management shall identify those specialized utility repair trucks that shall be driven home by employees in order to enable them, in emergency situations, to restore or maintain electric service to consumers.
2. Other Vehicles used for Commuting – Management shall also specify those other vehicles (that do not qualify as specialized utility repair trucks) that are required to be driven home by employees for bona fide, non-compensatory business reasons. The use of these vehicles shall be subject to the special IRS rules related thereto for valuing commuting expenses.

D. Use of Certain Vehicles for Personal Use

1. In the event that the Board or management elects to allow the use of the Cooperative's vehicles or equipment for personal use, the employee will be required to reimburse the Cooperative at the

established rate per mile or per hour depending on the applicable rate at the time of use.

2. The Board and/or management from time to time will establish the applicable rate and terms for each vehicle or equipment.

III. RESPONSIBILITY:

The General Manager/CEO or his designee shall have the authority to grant permission for personal use subject to the provisions of this policy and shall be responsible for implementation of this policy.

IV. PRIMACY OF POLICY

This policy supersedes any existing policy that may be in conflict with the provisions of this policy.

APPROVED BY THE BOARD OF DIRECTORS



Jay Hanson, President

DATE EFFECTIVE: April 21, 1986

DATE REVISED: September 22, 2014