



FALL RIVER RURAL ELECTRIC COOPERATIVE, INC.

GENERAL POLICY No. 415

SUBJECT: USE OF COOPERATIVE TOOLS, EQUIPMENT, FACILITIES

I. PURPOSE:

In order to protect the Cooperative's investment in tools, equipment and facilities, it is necessary to provide certain controls on the use of such items by persons or organizations other than the Cooperative.

II. POLICY:

It shall be the policy of the Cooperative to prohibit the use of all Cooperative owned materials, supplies, tools, equipment, vehicles, property and facilities by any person or organization not actively using such items in the performance of work being done for the Cooperative's benefit and under the supervision of properly designated cooperative personnel, except under such terms and conditions as are set forth in the provisions section of this policy.

III. RESPONSIBILITY:

The General Manager/CEO is responsible for seeing that the provisions of this policy are carried out.

IV. PROVISIONS:

A. Department Supervisor shall be held responsible for the unauthorized use of any or all materials, supplies, tools, equipment, vehicles, property and

facilities assigned to his/her department. The General Manager/CEO will make assignment for responsibility of such items.

- B. No person or organization shall be given permission to use any Cooperative materials, supplies, tools, equipment, vehicles, property or facilities for personal reasons without the advance approval of the General Manager/CEO, or the employee's manager, and if the material(s) desired to be rented is in a different department, approval from the appropriate department manager in charge of said material. (see: Equipment Rental Agreement)
- C. When permission to use materials, equipment, vehicles or facilities of the Cooperative is approved by the General Manager/CEO, such permission may be based upon:
 - 1. Payment of a rental charge.
 - 2. A requirement that an employee be present to ensure the proper care or use of the equipment or other facilities.
 - 3. The Cooperative reserves the right to determine or limit the location of such use, time, special conditions, fuel qualifications of user or operator, or other factors as deemed necessary.
 - 4. Permission may be given only to employees of the Cooperative. Only "qualified employee operators" will be authorized by the appropriate Department Manager or the General Manager/CEO to operate certain equipment. The employee will compensate the Cooperative for the use and for any damages incurred from said use.
- Cl. Any persons or organization receiving permission to use such items shall be responsible for any loss or damage.

V. **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



Doug Schmier, President

DATE APPROVED: June 20, 2002

DATE REVISED: July 24, 2017

Addendum: General Policy 415 Use of corporate tools, equipment, Facilities.

Equipment that may be rented by employees per policy.

<u>Item</u>	<u>Fee Per Hour</u>
Derrick Truck	\$45
Bucket Truck	\$45
Peterbuilt Truck	\$45
Crane	\$90
Back Hoe	\$40
Dump Truck	\$25
Forklift	\$15
Secondary Trencher	\$40
Trailer	\$15
BBQ Trailer	\$20 per day plus \$100 cleaning deposit. Non-profit no \$20 charge
Snow Blower	\$40
Compressor	\$10
Projector (IT)	\$5.00 per day
Laptop (IT)	\$5.00 per day
Battery charger	\$1.00
Portable Air Tank	\$1.00
Ladder	\$1.00

**Fall River Rural Electric Cooperative, Inc.
Equipment Rental Agreement**

Employee: _____ Operator: _____

Request to rent the equipment listed as

Description: _____

From _____ to _____

For a period of _____ day(s) _____ hour(s)

At the cost of \$ _____ per hr/day

I agree to return the equipment designated above in the same condition it was when rented. If any damages are incurred, I understand it is my sole responsibility to repair or replace said equipment. Report of damage will be made to the person who has authorized the rental agreement.

I agree that it is my responsibility as the renter, to obtain authorization from the department manager or General Manager, to schedule with the staff responsible for the equipment to obtain permission to rent the equipment prior to the rental, and to notify the Accounting Supervisor of my intention and to make payment arrangements when the equipment has been returned.

I hereby release Fall River Rural Electric Cooperative, Inc. from any liability for said equipment while it is in my possession during transportation and use.

Signature: _____ Date: _____

Authorized by: _____ Date: _____