



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 their department. The CEO/General Manager will make assignments 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 CEO/General Manager, 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 CEO/General Manager, 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 CEO/General Manager to operate certain equipment. The employee will compensate the Cooperative for the use and for any damages incurred from said use.
- D. Any person 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 CEO/GENERAL MANAGER



Bryan Case, CEO/GM

DATE APPROVED: June 20, 2002

DATE REVISED: July 24, 2017

November 18, 2019

May 24, 2024

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
Backhoe	\$40
Dump Truck	\$25
Forklift	\$15
Secondary Trencher	\$40
Trailer	\$15
BBQ Trailer	\$20 per day plus \$100 cleaning deposit.
	<i>Non-profit no \$20 charge</i>
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