

**EGYPTIAN ELECTRIC COOPERATIVE ASSOCIATION  
POLICY BULLETIN NO. 208**

**SUBJECT: COOPERATIVE'S USE OF EMPLOYEES' PERSONAL VEHICLES**

**POLICY:**

1. Employees are not to use their own personal vehicles for the conduct of Cooperative business unless authorized to do so by the General Manager, or their Department Manager. When employees are so authorized to use their own vehicles for the Cooperative use, they are to maintain accurate records for the purpose for which used, the location or terminal points of the trip, as well as the mileage covered, and report same to the Cooperative's accounting department. Employees are to be reimbursed for the use of their personal vehicles when so authorized at the Cooperative's per mile rate.
  
2. All employees using their own personal vehicles for the conduct of Cooperative business will at all times use proper care in driving and will determine that their vehicles are in fit and mechanically-safe condition.

Adopted: 7/28/70  
Revised: 8/24/2004  
Revised: 02/20/2018

Attested: Gilbert Kroening, Secretary  
Attested: Paul Hicks, Secretary