

**EGYPTIAN ELECTRIC COOPERATIVE ASSOCIATION
POLICY BULLETIN NO. 209**

SUBJECT: COOPERATIVE VEHICLES

POLICY:

1. The Executive Vice President/General Manager (GM) is authorized to assign Cooperative vehicles on an as needed basis and such assignments shall be made in the GM's discretion.
2. All vehicles are considered "pool" vehicles and are subject to use and re-assignment as determined by the GM.
3. During all times that an employee is operating a Cooperative vehicle, the employee shall obey all traffic laws and shall immediately report any damage sustained to the vehicle, and any accidents or incidents involving the employee's operation of the vehicle, to the GM.
4. Any impropriety in the conduct of the employee or misuse of the company vehicle, or combination thereof, will automatically become grounds for appropriate action by the General Manager or the Board of Directors.
5. The employee to whom a Cooperative vehicle is assigned will be responsible for maintaining any records or logs that might be required by the Internal Revenue Service or applicable state or local taxing authorities regarding tax liability for personal use of an employer's vehicle.
6. With the exception of commuting between an employee's home and the Cooperative, personal use of Cooperative vehicles shall be de minimis.
7. No employee shall operate a Cooperative vehicle without the appropriate valid license in their immediate possession. The Cooperative shall maintain a file depicting the category of operating license assigned to each employee, which file shall be updated annually. Any employee whose license becomes suspended or revoked shall immediately notify the GM.
8. Smoking in Cooperative vehicles is strictly prohibited.
9. In no event shall a Cooperative vehicle be operated by a person who is not an employee of the Cooperative or who has not been given permission by the GM to operate the vehicle.

Adopted: 7/29/77

Revised: 8/24/2004

Revised: 12/18/2008

Revised: 07/21/2010

Revised: 03/29/2016

Revised: 02/20/2018

Revised: 02/27/2024

Attested: Gilbert Kroening, Secretary

Attested: Ray Mulholland, Secretary

Attested: Ray Mulholland, Secretary

Attested: Paul Hicks, Secretary

Attested: Randall Campbell, Secretary