

ADMINISTRATIVE POLICY NO. 623

1. SUBJECT: EMPLOYEE DRIVER'S POLICY

2. OBJECTIVE:

- 2.1. To minimize the potential liability exposures and Beartooth Electric Cooperative, Inc.'s (BEC) property damage potential connected with the operation of BEC vehicles.
- 2.2. To assure that all employees that operate any BEC vehicle meet all licensing, driving qualifications, fitness requirements and training required by these regulations.
- 2.3. To assure that BEC is in compliance with the provisions of the Federal Commercial Motor Vehicle Safety Act of 1986 (Title X11, P.L. 99-570) and other Federal and state regulations regarding the operation of commercial utility vehicles.

3. POLICY:

- 3.1. It is hereby established that the Board of Trustees will receive an Employee Driver's Policy report from the General Manager at least every three months and that the Minutes of the Board will reflect that such a report was made by the General Manager.
- 3.2. Any new or existing employee will not knowingly be allowed to operate a BEC motor vehicle if the employee's driver's license has been suspended, revoked, cancelled or if the employee has been disqualified.
- 3.3. The General Manager will see that a Motor Vehicle Report (MVR) is obtained for each employee and reviewed annually.
- 3.4. The General Manager will ensure that all employees that are required to have a Commercial Driver's license (CDL) (Class A or Class B) do have one. Loss of an employee's CDL when it is required in the job description is cause for termination.
- 3.5. All employees operating a BEC motor vehicle with a GVWR of 10,000 pounds or more must be 21 years of age or older.
- 3.6. Non-CDL employee's driving privileges must be restricted or suspended if the employee has been convicted of the following:
 - 3.6.1. Two serious traffic violations within a three year period such as: excessive speeding, reckless driving, a violation of any state or local law relating to motor vehicle traffic control arising in connection with an accident or collision resulting in death to any person or which the state determines by rules and regulations to be

serious.

- 3.6.2. Driving under the influence of alcohol or a controlled substance.
 - 3.6.3. Leaving the scene of an accident involving motor vehicle driven by the employee.
 - 3.6.4. Refusing to submit to a test to determine the employee's alcohol or other drug concentration.
 - 3.6.5. Driving without a valid driver's license for the vehicle being driven.
 - 3.6.6. Inability to provide for insurance or financial responsibility.
- 3.7. The General Manager will assure that all BEC employees are advised of this policy and their requirements to:
- 3.7.1. Obtain the necessary license to operate the class of vehicle which they may be assigned to drive.
 - 3.7.2. Prepare and furnish annually, a list of all traffic violations of motor vehicle traffic laws and ordinances, other than parking, of which the driver has been convicted.
- 3.8. All commercial drivers must meet the physical qualifications for drivers as outlined in the Federal Motor Carrier Safety Regulations.
- 3.9. All drivers must meet the road test and written examination requirements of the Federal and State Motor Vehicle Regulations for the class license they are required to carry.
- 3.10. Failure of an employee to be able to operate a BEC vehicle because of an invalid driver's license or because of a license suspension or revocation may impair the employee's ability to satisfactorily perform the job. Such conditions are subject to the review of supervision and management and any corrective actions or dismissal will follow existing BEC disciplinary guidelines.

4. RESPONSIBILITY:

4.1. The General Manager and Department Managers shall ensure that the provisions of this policy are followed.

Adopted: 02/22/2013
Revised: 06/30/2015
Reference: LV Policy 616, BEC VI-A-10
Review Date: June 2017

Attest: /s/ Richard Nolan
 Treasurer/Secretary

Attest: /s/ Roxie Melton
 Board President