

Beartooth Electric Cooperative, Inc.

ADMINISTRATIVE POLICY NO. 624

1. SUBJECT: WORK VEHICLE USE

2. OBJECTIVE:

2.1. To define the administrative procedures for Beartooth Electric Cooperative, Inc. (BEC) employees who operate motor vehicles while on BEC business.

3. POLICY:

3.1. Any employee who operates a motor vehicle (either personally owned or BEC provided) while on BEC business is held strictly responsible for compliance with BEC policy and all traffic regulations of the City, County and State. If a personal vehicle is used for company business, proof of insurance with statutory limits, shall be required. An employee who operates a vehicle on behalf of BEC must maintain a valid operator's license and insurability.

3.2. Accidents and/or traffic violations while on BEC business must be reported immediately to management.

3.3. Travel in company vehicles will be limited to BEC employees, except in instances where non-employees traveling in company vehicles are directly involved in BEC business except in emergency situations.

3.4. Seatbelts will be worn at all times while traveling in BEC vehicles. This applies to passengers as well as drivers.

3.5. Employees driving BEC vehicles will adhere to maximum speed limits. BEC will not pay for traffic or parking fines received while driving company vehicles. It will be the responsibility of the individual receiving the fine to pay the fine.

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: BEC VI-A-41
Review Date: June 2017

Attest: /s/ Richard Nolan
Secretary/Treasurer

Attest: /s/ Roxie Melton
Board President