

**MORA SAN MIGUEL ELECTRIC COOPERATIVE, INC.
USE OF COOPERATIVE VEHICLES
POLICY NO. 410
SECOND REVISION**

SUBJECT: The appropriate use of company assigned vehicles

OBJECTIVES: To establish a uniform and consistent policy for the effective use of company vehicles

POLICY:

In order to provide for better reliability of service, the board of trustee of MSMEC shall establish rules for use of company vehicles during company hours and off hour use.

On Duty Use:

MSMEC vehicles shall display the corporate logo; the logo should be displayed on both sides of the vehicle, trailer, chipper and other equipment pulled by a corporate vehicle. The CEO's vehicle is not required to display a corporate logo at all times; the office fleet vehicle is not required to display a corporate logo at all times, but should have a magnetic logo in the vehicle to be displayed at appropriate times.

In the day to day operation of assigned vehicles, it is important that employees maintain serviceability of the unit by inspecting and verifying that all fluids and warning lights are in working order (such as turn signals and headlights, etc.)

It will be a company requirement that when using the vehicle, use of the vehicle seat belts is mandatory.

If employee is in an accident, it is up to the driver to call the appropriate law enforcement officials to report the accident. It is also important to render aid to the public if anyone is hurt.

On vehicles such as the digger truck, daily inspection forms must be filled out as CDL (commercial driver's license) rules require.

Off Duty Use:

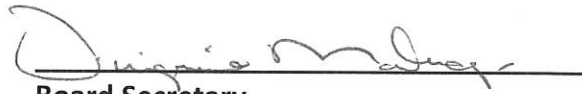
The General Manager shall designate certain key personnel such as the Operations Manager or line crew that is on call to retain custody and control of the assigned vehicle during off hours.

The vehicles and equipment that are assigned to such personnel shall be utilized for Cooperative business only. It should never be used for personal use of any kind. Travel to and from the employees residence is not considered personal use of Company vehicles.

Any violation of the above listed requirements is a violation of Company Policy and is subject to disciplinary action and may be terminated.

The Board of Directors of the Mora San Miguel Electric Cooperative, Inc. shall be responsible for the enforcement of this policy.

Approved: 2/23/2006
Effective : 2/23/2006
Revised : 10/29/2013
Revised : 11/25/2014
Approved : 12/23/2014


Board Secretary