

MORA SAN MIGUEL ELECTRIC COOPERATIVE, INC.
USE OF COOPERATIVE VEHICLES
POLICY NO. 410
NEW POLICY

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 Trustees of Mora San Miguel Electric Cooperative, Inc. are establishing certain rules for use of company vehicles during company hours as well as off hour use.

On Duty Use

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 any one 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, Line Superintendent, 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.

Cooperative vehicles shall not be used to transport anyone other than Mora San Miguel Cooperative Inc. personnel on cooperative business or under emergency situations.

At the Boards prerogative, the Manager shall have a vehicle assigned to Him/Her as required for job performance. The manager may transport other individuals when engaged in Cooperative business. The manager shall not use the assigned vehicle for personal use.

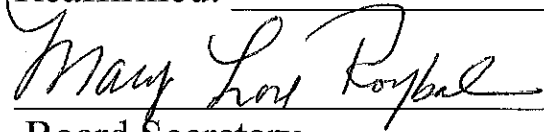
Any violation of the above listed requirements is a violation of Company Policy and is subject to disciplinary action.

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

Approved: 2/23/06

Effective: 2/23/06

Reaffirmed: _____

A handwritten signature in cursive script, reading "Mary Lou Roybal", written over a horizontal line.

Board Secretary