Assignment/Use of Company Vehicle

This policy applies to EVERSOURCE System employees and contracted vendor employees. The Company will request that an employee use Company vehicles, and/or his/her personal vehicle for the conduct of its business. A Company vehicle is defined as a vehicle which is owned by EVERSOURCE and/or a subsidiary, directly leased to EVERSOURCE and/or one of its subsidiaries, and a vehicle which is directly rented by EVERSOURCE and/or one of its subsidiaries. (The word "directly" means the lease and/or rental agreement shows EVERSOURCE and/or one of it's subsidiaries as the lessor or renter.) Shared lease vehicle policies are on-line in the Shared Lease Handbook located on the Transportation web site and should be utilized if a specific incidence is not addressed here.

Note: Personal vehicles exclude motorcycles, motor scooters, or motor bikes, which are prohibited for Company business-related travel whenever the employee is eligible for mileage reimbursement.

It is not the policy of the Company to consider full-time use of a Company vehicle as salary compensation, nor is it the responsibility of the Company to furnish transportation to and from home to any employee for planned overtime work, job reassignment, loss of personal vehicle use, etc., unless specifically authorized by the functional director of the operating company's Transportation Department.

Use of personal or Company vehicles will be in accordance with policies and procedures that promote maximum efficiency and economy.

Refer to APS20 Charging Time and Expenses for information on mileage reimbursement. (Except where covered by provisions of a collective bargaining agreement.)

Overall Responsibility

The management of the business process and the functional director of the operating company's Transportation Department will determine business need, taking into consideration job responsibility, utilization, business mileage driven, and specialized equipment requirements.

The responsibility of those job assignments that require vehicles will be reviewed periodically against established criteria to confirm the need for full-time or part-time use of a Company vehicle.

Company Vehicles Used Exclusively by Individual Employees and Contracted Vendor Employees (Passenger Cars, Pickups, Vans, and Carryalls)

An individual may be assigned a Company vehicle for use during hours of business for the following reasons:

- An individual's job responsibilities require him or her to supervise construction or maintenance crews on a daily basis at various locations outside the employee's normal base area.
- An individual's job responsibilities require the individual to transport a large quantity of material, tools, or equipment to perform his or her job on a daily basis.
- An individual's job responsibilities require him or her to travel in excess of 1,400 business miles per month on a continuing basis. To be assigned a Company vehicle, the utilization must be a minimum of 50 percent. Any vehicle failing to meet these minimum guidelines shall be reviewed with the functional director of the operating company's Transportation Department.
- An individual may be assigned a vehicle based on other criteria established and/or approved by the functional director of the operating company's Transportation Department. The assignment of certain jobs shall not entitle the individual to a Company vehicle.

Vehicles Used by Departments

Company vehicles may be assigned to a department to be used by all members of the department for the following reasons:

- The need to carry specialized or bulky equipment, on a continuing basis, where it is not practical to use a personal vehicle.
- The need to visit construction sites on a continuing basis.
- A Company vehicle is the most economical means to carry out the department's duties and responsibilities.

Vehicles Used for Construction and Maintenance

The functional director, in conjunction with the functional director of the operating company's Transportation Department, will establish requirements for the number and the mix of Company vehicles based on the type of work performed and the approved staff levels.

General Requirements

If "additional" vehicles are required, Form TR6616, "Authorization for Vehicle Addition" must be completed, approved by the functional director and forwarded to the functional director of the operating company's Transportation Department. These vehicles would increase the size of our fleet or need to be offset by a reduction somewhere in the company.

When a Company vehicle is furnished for a job assignment, the type of vehicle and optional equipment to be supplied will be determined by the Manager - Corporate Transportation in conjunction with the functional department. The Company will be responsible for the maintenance and operating expenses of such vehicles and for their replacement at established intervals.

All company vehicles are to be identified by permanently attached decals unless an exception is authorized by the functional director of the operating company's Transportation Department.

The use of personal decals on Company vehicles is prohibited.

It is against Company policy to modify motor vehicles or equipment without authorization from the Transportation Department. Requests to modify existing vehicles will be reviewed on a case-by-case basis. Customization for individual preference is not allowed. The reason for the change must meet criteria listed below and be justified with a business case.

- Compliance with the manufacturers' recommendations;
- Safety and Work Methods practices;
- Maintenance concerns;
- Motor Vehicle and DOT Regulations;
- Company liability; and
- Efficiency.

An "Equipment Change Notice Request Form" (#TR6613) must be completed and signed by the appropriate director. The form should then be submitted to the manager of the operating company Transportation Department who will review the request and ensure it meets the criteria.

Company vehicles must not be used for personal purposes at any time.

A supervisor or other personnel using job-assigned vehicles for scheduled "On-Call" may park them at home, but only a Company employee or contracted vendor employee may drive the vehicle and only authorized passengers are allowed.

Note: Authorized passenger is defined as an employee, vendor, contractor, government official, etc., directly engaged in Company business.
Note: The primary purpose for furnishing company vehicles for "On-Call" assignments is to provide transportation for emergency situations. The Company insists upon the exercise of sound judgment, coupled with safe and lawful driving habits,when using any Company vehicle. An employee irresponsibly using a job-assigned vehicle may be subject to disciplinary action.

Each day a vehicle is used, in conjunction with Company Vehicle policies, in place of an employee's personal vehicle for commuting purposes, an occurrence of 1 must be recorded to time code 531 on the employee's time sheet. According to IRS rules, this is a taxable benefit on which tax will be assessed on a benefit of $3.00 per day.

During vacations or illness, job-assigned vehicles will be parked on Company premises.

Vehicles Used by Departments

Company vehicles may be assigned to specific departments. During regular working hours, all such vehicles, including those in the job-assigned category, are expected to be available for Company use.

Departmental vehicles will be parked on Company premises unless overnight retention of such a vehicle is authorized by the appropriate supervisor. In the event a vehicle is not parked on Company premises overnight, a written record of overnight use must be maintained by appropriate field management. A log book is recommended which includes the date, vehicle number, user name, time vehicle left the premises, and time vehicle returned to the premises. Written records must be kept for three (3) years from the date of occurrence and are subject to periodic audit.

Departmental vehicles are restricted to essential Company business only.

Unless it can be demonstrated that the use of a departmental vehicle is the most economic utilization from a Company point of view, an employee should use his/her personal vehicle, take public transportation or obtain a rental vehicle for overnight business trips to distant cities or other states.

No Company vehicle may be driven out of the Northeast System franchise area unless it is authorized by the employee's supervisor.

Personal Vehicles

An employee may be requested and/or authorized by his/her supervisor to use his/her personal vehicle on Company business. The employee is responsible for providing adequate insurance coverage on his/her personal vehicles and to pay all operating and maintenance expenses. Employees will be compensated for use of their personal vehicles on Company business at the prevailing Business Mileage Reimbursement rate.

Short-term Passenger Rental Vehicles

In cases when the employee’s Company business travel exceeds 100 miles per day, it is recommended supervisors approve the use of a rental vehicle.

Whenever practical, a compact sedan should be rented for business travel. Other types of vehicles are available if deemed more appropriate for the business purpose and are approved by an employee's supervisor.

Passenger rental vehicles should not be used as a replacement for more permanent, Company-assigned vehicles. See Company Vehicles Used Exclusively by Individual Employees and Contracted Vendor Employees (Passenger Cars, Pickups, Vans, and Carryalls) for instances when a permanent, company-assigned vehicle should be requested.

Current rental instructions on obtaining a rental vehicle are posted on Corporate Transportation's web site.

Rental contracts for vehicles obtained for business related travel should be made with EVERSOURCE and/or one of its subsidiaries as the "Renter". Vehicles rented in this manner will be covered under EVERSOURCE's Company - vehicle insurance program. All Company vehicle policies contained in this document apply to Company-rented vehicles.

Accidents

This accident section addresses all vehicles defined as "Company" or "Fleet", but not Shared Lease vehicles.

All Company vehicle users should become familiar with the motor vehicle Prevention Rules located on the Occupational Safety and Health's corporate web site.

A driver's supervisor must be notified immediately of any accident which occurs in connection with the use of a vehicle classified as a Company vehicle or a personal vehicle on Company business.

In the event of an accident, an "Automobile Accident Report" Form TR6648 must be completed and distributed, as noted on the form.