Fleet Use Policy

Eversource is committed to providing safe, reliable, cost-effective vehicles that enable employees to fulfill their job responsibilities and meet our company mission to deliver reliable energy and superior customer service.

Guidelines

Authorized Use
The Fleet Operations Organization is responsible for establishing and providing oversight to Fleet Programs, including the Vehicle Use Guidelines.

- Managers are responsible for ensuring the consistent implementation of the Vehicle Use Guidelines and related programs
- Employees and drivers are responsible for compliance with the Vehicle Use Guidelines, and related programs
- The company will provide authorized employees with access to an appropriate company vehicle consistent with Vehicle Use Guidelines for use in the performance of their assigned duties.
- Company vehicles are to be used only for business purposes
- Only authorized company employees and approved vendors and contractors may drive company vehicles
- Only authorized passengers may ride in company vehicles. Authorized passengers include employees, vendors, contractors, or government officials directly engaged in company business

Safe and Compliant Operation
Employees operating a company vehicle must be competent drivers and exhibit courteous and safe driving practices. All company vehicles are subject to the installation of GPS devices.

Vehicle operators must possess a valid driver's license appropriate to operate the assigned vehicle and must comply with all federal, state, and local regulations, as well as all company policy, safety, and security requirements.

All employees who operate a company vehicle are subject to periodic Motor Vehicle Record (MVR) checks. The company will review MVRs to ensure each driver maintains a driving history that meets established safety standards and expectations. Eligibility to operate a company vehicle is contingent upon maintaining a driving record acceptable to the company.

Drivers who fail to comply with safe and compliant use, including removing, disabling, or tampering with GPS devices in any way, will be subject to disciplinary action up to and including termination, and may be responsible for reimbursement of fines and any casualty loss of License.

Employees who drive any company vehicle in connection with their blue-sky role or gray-sky role and lose their driver's license, whether temporarily or permanently, need to immediately notify their manager.

Accidents/Thefts

Employees need to immediately report any theft of a company vehicle to the local police and their manager, who will then contact Corporate Security and Fleet Operations.

Employees must immediately report accidents involving a company vehicle to the local police, appropriate manager and the Safety Department. Employees, with the support of their manager, must file incident reports and assist Corporate Security, Safety and Fleet Operations as necessary.

If an employee using a personal vehicle on company business, including storm duty, is involved in an accident, the employee's own insurance is the primary coverage for the accident.

Care and Maintenance

Company vehicles must be fueled at commercial fuel providers in accordance with the company's Fuel Card Use Program.

Employees must submit corrective maintenance requests, including reporting non-functioning GPS devices and speakers, no later than end of business on the date of occurrence to the local Fleet Maintenance Facility.

Company vehicles must not be modified without the Fleet Manager's approval. Only logos, decals, signs, or other objects approved by Corporate Communications may appear on company vehicles. All company vehicles are to be identified by permanently attached company logos.

Company vehicles must remain on company premises when not in use for a business purpose, under repair, or designated as a take-home vehicle.

During an employee's vacation period or when the employee is unavailable for work (more than one week) the vehicle must be parked at the employee's work location. Employees should make every effort to schedule company vehicles for maintenance service during the period of absence.

Process

Vehicle Authorization
Managers must provide business justification and compliance with Vehicle Use Guidelines by completing the Request for Vehicle Authorization Form. The form, with necessary approvals, should be submitted to the Fleet Manager of the Operating Company.

- Fleet Operations will process the request, including notification of approval to the requesting manager
- When the vehicle assignment is approved, the manager will review all applicable policies and practices with the employee prior to assigning the vehicle

If an employee's job assignment changes, the employee and manager are responsible for ensuring the vehicle assignment complies with policy and is accurately recorded with Fleet Operations, or the vehicle is returned to Fleet for appropriate reassignment.

Revision History

0	Consolidation of legacy NU and NSTAR Corporate Policies	08/15/2014
1	Eversource Rebranding; Organization Name Change; Termination of Shared Lease Program	12/21/2015
2	Updates to the Guidelines Section; removed reference to Transportation updated to Fleet.	01/12/2021
3	Added reference to storm duty accidents.	05/07/2025
4	Annual Policy Review added MVR checks	05/14/2026