Eversource Vehicle Use Guidelines

Category	Definition	Authorized Use	Authorization Process	Notes
Heavy Duty Fleet Vehicles	All over-the-road equipment, backhoes, and trailers. Class 1 or class 2 vehicles are excluded from this category.	May be assigned to departments and utilized by more than one driver. Used to meet business needs such as hauling material, performing electric or gas line work.	Request is initiated by completing the Request for Vehicle Authorization Form Approval from the employee's Manger, Director and Vice President is required.	All applicable Federal Motor Carrier regulations must be met while operating Heavy Duty Fleet Vehicles
Department Vehicles	Class 1 or class 2 vehicles required to perform work duties including transporting large amounts of tools or equipment on a regular basis.	May be assigned to departments and utilized by more than one driver.	Request is initiated by completing the Request for Vehicle Authorization Form Approval from the employee's Manger, Director and Vice President is required.	Federal Motor Carrier regulations may apply to class 2 vehicles.
Passenger Fleet Vehicles	A class 1 or class 2 vehicle such as an automobile, SUV, pickup, or van.	May be assigned to employees in job classifications that require a minimum of 75% of their hours to be worked in the field performing, observing, or supervising craft work.	Request is initiated by completing the Request for Vehicle Authorization Form Approval from the employee's Manger, Director and Vice President is required.	
Take Home Passenger Fleet Vehicles	A limited number of passenger fleet vehicles may be assigned as take home to meet the operational requirements of the company.	May be assigned to employees to meet the operational requirements of the Company such as direct supervision of craft workers, frequent on call assignments and regular direct reporting to job sites. Employees will be allowed to use the take home vehicle for commuting purposes but may not deviate from normal commuting routes or use the vehicle for personal business that could be considered detrimental to the company.	Request is initiated by management's completion of the Request for Vehicle Authorization Form Approval from the employee's Manger, Director and Vice President is required.	The value of the take home vehicle benefit is taxable to the employee. Use of a company vehicle is not considered to be compensation, nor is it the responsibility of the Company to furnish transportation for commuting purposes
Passenger Vehicle rentals	Passenger vehicle rentals are available if required for business use.	Employees request use of a rental vehicle for business travel of more than 100 miles roundtrip.	With your manager's approval, employees should call the most convenient Enterprise location at least 24 hours prior to the need.	For additional information see Eversource's Enterprise Car Rental Program

Personal Vehicles

Employees not covered under previous sections of these guidelines are expected to use their personal vehicles for business related travel and will be reimbursed in accordance with the Reimbursable Expense Policy.

Any exceptions to the above Guidelines, must be approved by both a Vice President of the requesting department and the Vice President of Operations Services.