

PROCEDURE TITLE: USE OF COOPERATIVE VEHICLES

APPROVED BY:



SECTION: GENERAL
PROCEDURE: GP-12

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REV: 8 DATE: 08/19/99

1.0 PURPOSE:

To communicate the procedure covering the use of Cooperative vehicles for business purposes as outlined in Board Policy 103, and employee driver/passenger responsibilities.

2.0 SCOPE:

This procedure applies to all eligible employees as defined in 3.1, below, except the Executive Vice President/General Manager.

3.0 PROCEDURE:

- 3.1 Employees operating a Cooperative vehicle must have a valid driver's license (or commercial driver's license (CDL), when applicable) issued by the State of Florida. New employees with out-of-state licenses must obtain a valid Florida license within two weeks of employment; the out of state license will be acceptable during that two week period. Motor vehicle records (MVRs) are routinely run on employees by Seminole's insurance carrier. Employees whose MVRs are unacceptable to our carrier cannot drive on company business.
- 3.2 In Tampa, fleet vehicles may be reserved through the resource section on electronic mail. If you need assistance, contact Human Resources Travel Coordinator. For reserving plant site fleet vehicles, requests will be made through the Plant Office Manager.
- 3.3 Decisions regarding vehicles assigned to a specific department or individual (assigned vehicles) will be made by the Executive Vice President/General Manager.
- 3.4 Fleet vehicle drivers need to complete a Trip Report, which may vary by work location. The Trip Report is generally located at the reception desk in Tampa and at the Plant Office Manager's desk in Palatka.
- 3.5 The headquarters' Receptionist or the Plant Office Manager will issue fleet vehicle keys. At headquarters, drivers also receive a Trip Report (sample attached), which needs to be completed for return with the keys on a timely basis. At the power plant, when keys are returned, the driver needs to complete the master log kept by the Plant Office Manager, which will include noting the vehicle's final odometer reading.

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- 3.6 The Travel Coordinator in Tampa and the Plant Office Manager at plant sites are responsible for forwarding all mileage log sheets to the Accounting and Finance Department, on the last working day of each month.
- 3.7 All keys for Cooperative fleet vehicles will be retained by Building Services in Tampa, and by the Plant Office Manager in Palatka, when such keys are not in use.
- 3.8 All fleet vehicles will have a Cooperative insurance card and vehicle registration in the vehicle. Employee drivers are responsible for checking for the cards and should notify Building Services/Tampa or the Plant Office Manager/Palatka if the insurance card or registration is missing. Cooperative vehicles may not be driven without an insurance card.
- 3.9 All Cooperative vehicle accidents need to be reported to Risk Management/Accounting and Finance (Ext. 1410) in Tampa within 24 hours by the employee driver or his/her passenger(s) or supervisor if driver injuries preclude a personal report.
- 3.10 All Cooperative fleet vehicles located at Seminole's headquarters, plant or job sites shall to be kept in the designated fleet vehicle parking area.
- 3.11 No fleet vehicle may be kept overnight unless prior approval is obtained from the Department Director/Tampa or the Director of Plant Operations in Palatka, who shall resolve all schedule conflicts created thereby. In all cases, fleet vehicles must be in their designated parking area by 7:30 a.m. to accommodate that day's reservations.
- 3.12 A Procurement charge card is provided in each fleet vehicle for gas service and immediate maintenance. Immediate maintenance is defined as such maintenance required to allow the safe operation of the vehicle to its destination. Employees are encouraged to contact Building Services/Tampa or the Plant Office Manager in Palatka if on-the-road maintenance is needed. Employee drivers should use the credit card(s) provided with the Cooperative vehicle for all needed gas or minor maintenance. If any other station is used for gas or minor maintenance, the employee will be reimbursed for costs using the normal expense report. Missing Procurement charge card(s) shall be immediately reported to Building Services/Tampa. Gas receipts and vehicle maintenance receipts shall be submitted along with the Trip Report upon completing the trip.

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3.12.1 Drivers are responsible to report any vehicle problems in the space provided for such comments on the Trip Report.

3.12.2 At Seminole's plant, an on-site gas pump is available for gassing up fleet vehicles. A gas log card and pump keys must be obtained from and returned to the plant guardhouse.

3.13 Employees who are convicted of driving under the influence of drugs and/or alcohol, or driving while intoxicated, or of any charge related to the sale or use of illegal drugs, or the abuse of legal drugs, are prohibited from driving Cooperative vehicles in accordance with state law or insurance provisions.

3.14 Cooperative fleet vehicles may not be used for personal travel. Personal travel use is defined as including commuting to and from work.

3.14.1 A fleet vehicle may be driven between home and work to facilitate business travel with prior approval of the driver's Department Director/Tampa or the Director of Plant Operations in Palatka or as approved by the Executive Vice President and General Manager.

3.15 Vehicles may be requested for business-related use by an eligible employee (See 3.1.). Longer distance trips will take priority use over short trips or errands, and department directors' usage will, upon request, have priority over other employees' business-related use of Cooperative vehicles.

3.15.1 Employee ride-sharing is encouraged when possible.

3.16 Cooperative vehicles may be assigned to individuals on the basis of extended business needs. Such assigned vehicles may not be used for personal purposes, other than commuting to and from work or de minimus personal use (such as a stop for a personal errand on the way between a business stop and the employee's home). Employees with assigned vehicles are required to commute to and from work in them and to use them for business trips. Personal use of an assigned vehicle will be included as taxable income on each employee's W-2 form.

3.16.1 To facilitate an accurate W-2 form, employees with assigned vehicles need to complete and submit an Assigned Vehicles Monthly Report (sample attached) to the Accounting and Finance Department, tax section, each month.

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- 3.17 Consistent with Seminole's Drug Free Workplace designation, alcohol or illegal drugs is not permitted in Cooperative vehicles. Additionally, employees may not operate any Cooperative vehicle if they are using a prescription or over-the-counter drug that impairs motor skills. The use of tobacco products is not permitted in Cooperative vehicles.
- 3.18 Seat belts must be used by all drivers and passengers in Cooperative vehicles.
- 3.19 An employee may transport a non-employee, including a spouse when that spouse's presence is required or appropriate for business purposes, in a Cooperative vehicle with prior approval of his or her Department Director/Tampa or the Director of Plant Operations/Palatka.
- 3.19.1 Family members, other than spouses as specified above, are not allowed to ride in Cooperative vehicles.
- 3.19.2 Non-employees are not permitted to operate any Cooperative vehicle.
- 3.19.3 Hitchhikers shall not be picked up or transported in any Cooperative vehicle.
- 3.20 When returning vehicles, drivers are to lock the doors and lock "The Club" in place on the steering wheel. The gas tank shall be filled upon completion of the trip.

TRIP REPORT

- As Procedure GP-12 states; remember to **BUCKLE UP** & note that use of **TOBACCO** products is **NOT PERMITTED**.
- Please use hands-free option when operating fleet cell phone.
- In the event of an accident, fill out the Accident Report Form located in the glove compartment, and refer to "Accident Do's & Don'ts" sheet located on visor.
- Please keep vehicle locked when not in use.

Driver Name & RC: _____ / _____

Vehicle License: _____

Work Order No. _____
(If Required) : _____

Date Depart: _____

Destination: _____

Date Return: _____

Mileage: Return: _____
 Depart: _____
 Total: _____

Number of Passengers _____
Accompanying Driver: _____

Fleet Information:

FUEL: Depart E / ½ / F
 Return E / ½ / F

Proc. Card: Yes _____ No _____

Insurance Card: Yes _____ No _____

Registration: Yes _____ No _____

Please fill gas tank upon completion of trip.

VEHICLE EXPENSES: Gasoline Purchased Yes _____ No _____
 Emergency Maintenance Yes _____ No _____

If yes, please complete and ATTACH ALL RECEIPTS:

<u>DATE</u>	<u>COST</u>

On the back of this form, please note any problems that occurred with this vehicle.

I acknowledge that the information above is correct, and have returned keys to Front Desk.

Employee Signature: _____ Date ____/____/____

PLEASE CHECK OR NOTE ANY PROBLEMS THAT MAY HAVE OCCURRED ON THIS TRIP:

- | | |
|--|---|
| <input type="checkbox"/> Car Not Starting Properly | <input type="checkbox"/> Transmission Problem |
| <input type="checkbox"/> Problem with Braking System | <input type="checkbox"/> Wheels out of alignment |
| <input type="checkbox"/> Tires Out of Balance | <input type="checkbox"/> Windshield Wipers Need Replacement |

Other Problems: _____

LIC #	Car Type	Cell Phone Number
276IBQ	05 White Chevy Impala	813-493-1319
042AGT	07 Black Ford Escape Hybrid	813-833-6982
277IBQ	05 White Chevy Impala	813-664-7924
278IBQ	05 Gray Chevy Impala	813-310-7018
279IBQ	05 Red Chevy Impala	813-664-7923
280IBQ	05 Silver Chevy Impala	813-310-1089
049AGT	07 Silver Dodge Caravan	813-610-7189
281IBQ	03 Silver Ford Windstar	813-310-1091
284IBQ	05 White Chevy Impala	813-629-7874

Seminole's (800) number: 800-321-6274 or 800-321-6280

To unlock a cell phone, press the last 3 digits of the cell number.

* If you experience any phone problems, please note the details on the trip sheet.