

DELAWARE SUSTAINABLE ENERGY UTILITY

POLICY REGARDING USE OF COMPANY VEHICLE

Management has adopted the following policy regarding personal use of DE SEU owned/leased vehicles:

1. Vehicles owned or leased by the DE SEU are to be used solely for company business. Individuals driving company vehicles may have occasions where an incidental stop is necessary between business stops. Such use shall not be considered to be in violation of this policy.
2. The DE SEU requires that vehicles not in use shall be parked in designated areas on the Company premises. The vehicle is to be locked when not in use. No personal items are to be stored in the vehicles.
3. Any employee of the DE SEU can use vehicles owned or leased by the DE SEU with permission from Anthony DePrima, Executive Director.
4. If the company vehicle is used for personal use, i.e. commuting from home to work, that mileage must be reported to Lisa Gardner, Administrative Assistant, before the end of the current pay period. Personal use of a company vehicle is considered a fringe benefit and must be reported on an employee’s W-2 if the employee does not reimburse the DE SEU. The amount reported as compensation will be the minimum allowed by federal income tax laws.
5. The vehicle must be in safe mechanical condition and its operator must not damage it.
6. Any employee of the DE SEU using a company vehicle must be mentally and physically able to drive safely.
7. Any employee of the DE SEU must conform to all traffic laws, signals and markings; and make proper allowance for adverse weather and traffic conditions. The employee must be courteous at all times, respecting the rights of other drivers and pedestrians.
8. Any employee of the DE SEU must have a valid driver’s license for the vehicle you are operating from the state in which you live. The employee must have and keep a favorable driving record and be willing to permit a periodic review of your driving record.
9. Internal Revenue Service regulations require the Company to maintain written evidence which would enable the IRS to determine whether use of the vehicle is in accordance with policy maintained by the Company.

**I CERTIFY THAT I HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE PROVISIONS.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date