

1 Q. (Reference 2017 GRA Volume II, Exhibit 3, page 3) Please provide a copy of Hydro's
2 policy on personal use of Hydro's vehicles by Hydro management.

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5 A. Hydro's existing policy regarding fleet vehicle use is currently under review. Please
6 refer to CA-NLH-152, Attachment 1 for the existing policy.



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POLICY:

The Hydro Group of Companies maintains a fleet of vehicles to facilitate the conduct of the Corporation's business.

PROCEDURE:

Vice-President

1. General Stipulations with regard to the Operation of Fleet Vehicles.
 - 1.1 Employees will use fleet vehicles for the purpose of conducting Hydro business only.
 - 1.1.1 Hitch-hikers and fare paying passengers may not be transported in Hydro fleet vehicles.
 - 1.1.2 Non-Hydro personnel engaged in company related business may be transported in fleet vehicles.
 - 1.1.3 At the discretion of the driver, a fleet vehicle may be used to provide emergency transportation. (i.e. at the scene of an accident or vehicle breakdown). The driver should recognize the transportation of non-Hydro employees has potential liability for Hydro and the driver.
 - 1.2 For personal safety, drivers and passengers shall use seat belts where they are provided.
 - 1.3 The operator of a fleet vehicle shall be responsible for the payment of tickets and penalties in respect of the violation of provincial or municipal traffic regulations.

Vice-President or Designate

2. Assigned Fleet Vehicles
 - 2.1 Where it is considered essential for an employee to be "on-call", he may be assigned a fleet vehicle to provide transportation to him outside normal work hours.
 - 2.1.1 Such assignment requires the employee to drive the assigned vehicle to and from his place of residence so that it will be available should he be called out to work.



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- 2.1.2 The vehicle will be assigned only during the "on-call" schedule.
- 2.1.3 During normal working hours, the vehicle shall be made available for its regular usage.
- 2.2 Vehicles may be permanently assigned to individuals as deemed necessary for maintaining system operations and security. All such assignments shall be reported to the Transportation Supervisor - Hydro or the Services Maintenance Superintendent - CF(L)Co.

Transportation Supervisor/Garage Supervisor/or Designate

- 3. Maintenance
 - 3.1 The Transportation Supervisor - Hydro, and Garage Supervisor - CF(L)Co is responsible for the maintenance of all fleet vehicles. In areas not directly under his control, all or part of this responsibility may be delegated.
 - 3.2 The operator shall keep the vehicle clean and report any mechanical difficulties immediately.
- 4. Safety Equipment
 - 4.1 All fleet vehicles with "C" license plates shall be equipped with the following:
 - a) fire extinguisher
 - b) first aid kit
 - c) flare kit
 - d) back-up alarms - if the vehicle GVW is 4,500 kilograms or over.
 - e) beacon light - if required

Transportation Supervisor/ Garage Supervisor/ User Department

- 4.2 Vehicles will be issued to user department with safety equipment installed. The user department will be responsible for maintenance on, and replacement of, safety equipment.



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Transportation Supervisor/Garage Supervisor

5. Seasonal Equipment

5.1 All fleet vehicles will be equipped with the following when required:

- (a) snow tires
- (b) snow shovel
- (c) windshield scraper
- (d) tire chains

Transportation Supervisor/Garage Supervisor User Department

5.2 The Transportation Supervisor - Hydro, Garage Supervisor - CF(L)Co is responsible for supplying all snow tires. The user department shall supply all snow shovels, windshield scrapers, and tire chains.

6.0 Credit Cards

6.1 All fleet vehicles shall be supplied with appropriate credit cards.

Transportation Supervisor

6.2 Credit cards shall be issued for new vehicles and replaced as required.

6.3 The number and types of credit cards for each vehicle shall be determined by the Transportation Supervisor in consultation with the User Department.

User Department

6.4 The User Department shall be responsible for the security of credit cards.