

COMPANY OWNED PASSENGER VEHICLES

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1. GENERAL

- 1.01 This practice outlines the policies and procedures regarding the assignment of passenger vehicles to motor pools and to individuals below salary grade 29. It also contains policies relating to unmarked vehicles and garaging facilities.
- 1.02 This practice is revised to authorize management employee participation in the Motor Vehicle Usage Program (Home Basing). It is also revised to list other exceptions to the company policy that prohibits use of company vehicles for commuting between an employee's residence and work location. The procedures on motor pools have been removed and will now be contained in 720-030-900, Motor Pools.
- 1.03 Operating Practice 48, Passenger Vehicle and General Transportation Practice outlines the responsibilities of employees who drive vehicles on company business. It also includes policies relating to personal vehicles driven on company business and company owned and rented vehicles.
- 1.04 Policies and procedures relating to senior managers at salary grade 29 or higher are contained in the Southwestern Bell Corporation Policy on Company Automobiles for Executives and the Southwestern Bell Corporation Executive Automobile

2. USE OF COMPANY VEHICLES

- 2.01 It is the policy of Southwestern Bell Telephone Company that all company vehicles are authorized for company business and not personal use.
- 2.02 The use of company vehicles for commuting between work and residence is not authorized, except for the following:
- A. Management employees whose home has been authorized as their office.
 - B. An authorized salaried employee actively participating in the Motor Vehicle Usage Program, commonly known as home basing.
 - C. Authorized employees in the bargaining unit that are actively participating in the Motor Vehicle Usage Program.

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- D. Employees making a distant trip early in the morning. Employees are allowed to take the company vehicle home on the prior evening if it is more practical to leave for the destination directly from home.
 - E. Employees returning from a distant trip late in the day. Employees are allowed to park the vehicle at home overnight and return it the next day if it is more practical than returning it directly to its regular storage location.
- 2.03 Garage or storage facilities are to be arranged for each company owned vehicle. Each vehicle shall be placed in a regular storage location when not in use at night, on non-work days and during other idle periods.
- 2.04 Company vehicles shall be stored at or within close proximity to the user's normal work reporting location. Employees who are participating in the Motor Vehicle Usage Program (Home Base) shall arrange for secure storage for the company vehicle.
- 2.05 Employees who purchase retail fuel for company vehicles shall purchase self-service fuel to take advantage of the lowest possible price.
- 2.06 It is the policy of Southwestern Bell Telephone Company that all company owned vehicles be marked with the approved colors and graphics. Exceptions to this policy are as follows:
- A. Security managers and Public Services security supervisors
 - B. Public Affairs employees

- C. State tax personnel
- D. Management assigned or motor pool vehicles that are approved by the division president

3. ASSIGNMENT OF COMPANY VEHICLES

- 3.01 Assigned vehicles are company vehicles which are reserved for the primary use of a specific management employee or a specific group of management employees.
- 3.02 Assigned vehicles shall be authorized only to those employees who have a daily need and where a vehicle is an integral part of the job.

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- 3.03 Requests for assigned vehicles shall be submitted to Automotive Operations on Form SW-6155, Statement of Need, or its equivalent, that has been adopted for local use. The statement shall be signed by the requesting employee and shall be approved by the employee's division manager or higher level of management. Exhibit 1 is a copy of Form SW-6155.
- 3.04 Normally, the driver of an assigned vehicle should not use a personal vehicle on company business. In situations where it is appropriate to use a personal vehicle in lieu of the assigned company vehicle, the employee shall obtain supervisory approval.

4. MOTOR POOLS

- 4.01 Motor pools consist of one or more vehicles at a location where employees have a need for transportation to conduct company business. The number and type of vehicles needed for each pool will be determined by Automotive Operations.
- 4.02 Policies and procedures on motor pools are contained in Southwestern Bell Practice 720-030-900, Motor Pool Administration.

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EXHIBIT 1

Southwestern Bell
TelephoneForm SW-6155
(Rev. 2-81)Retain 1 Year, until _____ STATEMENT OF NEED-
ADDITIONAL MOTOR VEHICLESArea _____ Prepared By _____
Division _____ Telephone _____
District _____

ASSIGNED USAGE

No. of vehicles requested _____
Address where vehicle will be located _____
Name and Title of employee using vehicle _____
What will the vehicle be used for (specific need must be outlined to
attend monthly coordination meeting, etc.)?
_____How often will the vehicle be used? _____
What is the monthly mileage prediction? _____
How have transportation needs been met for this position in the past?
_____How many passenger vehicles are currently located at your building?
_____Where is the nearest car pool? _____
Additional comments:

Recommended by

TitleApproved by _____
Title

FOR AUTOMOTIVE USE ONLY

ASSIGNED MOTOR POOL TOTAL

PASSENGER CARS AT LOCATION

AVERAGE MILEAGE

* TOTAL YEAR-TO-DATE MILEAGE + NO. OF VEHICLES)
+ NO. OF MONTHS

Recommended By

Title

Approved by _____ Recommendation No(s). _____

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