

**USE OF DISTRICT OWNED VEHICLES BY CERTAIN EMPLOYEES
(The Commuting Rule)**

Tulsa Technology Center ("Tulsa Tech") recognizes the necessity for it to own vehicles and enable certain personnel to use those vehicles. This policy is adopted so as to assist in the efficient administration of Tulsa Tech's business by enabling certain employees who spend a substantial amount of their business activities and business time in engaging in personal conferences with third parties in Oklahoma City, Oklahoma, and in other locations outside the geographic area of the City of Tulsa, Oklahoma, to use a vehicle owned by Tulsa Tech. Tulsa Tech also recognizes the business inefficiencies, resulting in lost business hours, of requiring certain employees to commute in their personal vehicles to Tulsa Tech's vehicle lot, only to pick up a vehicle owned by Tulsa Tech and drive outside of the City of Tulsa. As to those eligible employees who are designated by Tulsa Tech's Superintendent as being required to commute to and from Tulsa Tech in a specific vehicle ("Vehicle") that is owned by Tulsa Tech, this Policy shall apply.

Each employee (a) who has duties which involve substantial travel outside of the geographic boundaries of Tulsa, Oklahoma, (b) whose commute to and from Tulsa Tech would materially reduce that employee's time to devote to business activities, and (c) who is not (i) an elected official, nor an individual (ii) whose annual compensation equals or exceeds the amount of compensation payable to a Federal Government Executive Level V, is eligible to participate under this Policy. In addition to the foregoing, this Policy is as follows:

The employee is required to engage in business travel, and to commute in the Vehicle,

The employee may not use the Vehicle for personal purposes other than de minimus personal use and commuting to and from the employee's home and Tulsa Tech,

The employee does, in fact, forbear from using the Vehicle for personal purposes other than the personal purposes set forth in paragraph (b), and

The employee shall report as "wages" the product of (i) \$3.00 per day, multiplied by (ii) the number of business days in a calendar year, exclusive of the employee's vacation days for the current calendar.

Tulsa Tech shall also obtain from each employee to whom a Vehicle is issued under this Policy, an indemnification agreement pursuant to which the employee indemnifies and holds Tulsa Tech harmless for all taxes, interest on taxes, and penalties pertaining to taxes attributable to the employee's personal use of the Vehicle in excess of the personal use authorized by this Policy.