

Driving company vehicle when not assigned as Utility employee

Claim 8-hour penalty account was instructed by (manager) at (time) to operate carrier provided vehicle (description of vehicle / ID) from (location) to (location) while assigned as (FBY/SW1) on (assignment). Brief explanation as to why drove. Drive time (began) and (ended) at these times. Driving the vehicle was outside the scope of my assignment.