

## **13.02 Maintenance Department Vehicles**

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to provide vehicles to assist the Maintenance Technician in performing his/her duties.

### Procedure:

The Maintenance Technician will be responsible for the maintenance and proper use of vehicles including the following:

1. Weekly check of all fluid levels and tire pressure
2. Interior to be kept clean and orderly
3. Vehicle to be re-fueled as needed.

The Maintenance Technician is responsible for adhering to all applicable procedures found in Policy & Procedure 15.04, *Authorized Driver Rules*.