

15.01 Vehicle Assignment and Scheduling

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to provide safe and courteous transportation for our employees, clients and participants as needed and, to quickly and safely transport company assets.

Procedure:

Vehicle assignment and scheduling is the responsibility of the Transportation and Facilities Supervisor.

Employees, clients and participants of Licking/Knox Goodwill Industries, Inc. may be transported by an authorized Goodwill driver in a company or personal vehicle. As per State of Ohio insurance regulations, employees are expressly prohibited from transporting members of the general public who have no business affiliation with Licking/Knox Goodwill Industries, Inc.

Failure to comply with this policy will result in disciplinary action up to and including termination.