

15.03 Authorized Drivers

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to authorize and train vehicle operators for the safety of our employees.

Procedure:

Requirements of an authorized Goodwill driver are as follows:

- A valid State of Ohio Drivers License.
- Drivers' abstracts MUST be performed on all potential drivers prior to employment. The Human Resource Department is responsible for contacting the insurance carrier regarding the initial abstract; the insurance carrier will perform annual updates automatically. All potential drivers must complete a Transportation Authorization form to authorize the abstract.
- Only individuals approved by the insurance carrier and the Human Resource Department are permitted to operate Goodwill vehicles.
- Authorized drivers must complete initial vehicle driver training and must attend annual training thereafter.
- Anyone wishing to use a personal vehicle for agency business must complete a Transportation Authorization certifying proper liability insurance coverage and releasing Licking/Knox Goodwill Industries, Inc. of any liability in the event of an accident and attend driver's training.
- Authorized Drivers will be randomly tested, at least annually, for drugs and/or alcohol as per the Licking/Knox Goodwill Industries, Inc. Drug-Free Workplace program.
- Unauthorized individuals are NOT permitted to operate any vehicle while conducting agency business. Violations will result in disciplinary action up to and including termination, and/or prosecution.