

15.04 Authorized Driver Rules

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to establish prescribed rules of conduct for authorized Goodwill drivers.

Procedure:

The compliance of authorized driver rules is the responsibility of the Transportation and Facilities Supervisor. The rules are as follows:

1. Eating or drinking is prohibited in company vehicles
2. The use of alcohol or illegal drugs or reporting to work under the influence of alcohol or illegal drugs is strictly prohibited. Violations *will* result in suspension or termination of employment.
3. Drivers under a doctor's care and using prescription medication are required to report to the Director of Human Resources before operating a vehicle for Goodwill business.
4. Employees are expected to refrain from using their phone while driving. (Refer to Policy & Procedure 21.02, *Cellular and Other Communication Devices*.)
5. Drivers should dress for seasonal requirements and present a neat and clean appearance. Drivers must maintain good personal hygiene.
6. Drivers must always conduct themselves in a courteous and professional manner.
7. Punctuality is mandatory for departures and arrivals.
8. All Ohio Department of Motor Vehicle Laws must be obeyed. Any driver violations or citations that result in monetary fines by Federal, State or local officials are the liability of the driver. The Transportation and Facilities Supervisor will issue appropriate disciplinary action, up to and including, termination of driving privileges.
9. Employees are expressly prohibited from transporting non-employees who have no business affiliation with Licking/Knox Goodwill Industries, Inc.
10. Authorized drivers will be periodically monitored and observed regarding their driving performance and habits.