

15.05 Driver Training

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to provide driver training to all authorized Goodwill vehicle operators.

Procedure:

Vehicle driver training is the responsibility of the Transportation and Facilities Supervisor (or designee) upon notification by the Human Resource Department.

Passenger van and box truck driver training will consist of the following:

1. Pre-trip/post-trip inspections. (Refer to *Vehicle Inspections*.)
2. Passenger Rules. (Refer to *Passenger Rules*.)
3. Driver Rules. (Refer to *Authorized Driver Rules*.)
4. Safety Rules. (Refer to *Safety Equipment and Rules*.)
5. Vehicle Verification Information. (Refer to *Vehicle Documentation*.)
6. Vehicle Breakdown Information. (Refer to *Vehicle Breakdown Procedures*.)
7. Vehicle Accident Report. (Refer to *Accident Procedures*.)
8. Road Test. (Refer to *Passenger Van, Box Truck Driver Road Test*.)
9. Safe Driver Award Program. (Refer to *Safe Driver Award Program*.)
10. Vehicle Passenger Fees. (Refer to *Vehicle Passenger Fees*.)

Drivers not required to operate a passenger van or box truck will receive training as recommended by the organization's insurance carrier.

Upon successful completion of driver training, it is the responsibility of the Transportation and Facilities Supervisor to deliver verification of training to the Training Coordinator who maintains an updated authorized driver database through the online payroll system. All authorized drivers must attend annual driver training thereafter.