

## **15.06 Passenger Van, Box Truck Road Test**

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to conduct a vehicle road test to newly authorized box truck and transport van vehicle drivers.

### Procedure:

It is the responsibility of the Transportation and Facilities Supervisor to conduct a road test of newly authorized vehicle drivers to include the following:

1. Pre-trip inspection
2. Explanation of vehicle size and clearance height
3. Use of turn signals
4. Location and use of emergency flashers
5. Maintaining legal speed limit
6. Use of seat belt
7. Explanation of defensive driving
8. The definition of good driving habits
9. Location of vehicle verification information
10. Location of safety equipment
11. A driving test to consist of :
  1. Driving forward
  2. Driving in traffic
  3. Backing
  4. Turning left and right
12. Post trip inspection.

Final authorization is at the discretion of the Transportation and Facilities Supervisor. Results of the road test must be documented and forwarded to the Human Resource Department.