

## **15.08 Rider Requests**

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to provide transportation to and from designated work sites as available.

### Procedure:

Employees may request to ride a van as a permanent or temporary rider. Permanent riders (one month or longer) must contact the Transportation and Facilities Supervisor at 740-345-6043. If a seat is available, the employee may start to ride immediately. If a seat is not available, the Transportation and Facilities Supervisor will place the potential rider's name on a waiting list and contact them as soon as a seat becomes available.

An employee needing temporary transportation to work due to an unexpected event should attempt to secure a seat by contacting the Transportation and Facilities Supervisor. If the Transportation and Facilities Supervisor is unavailable, the employee may come to the Transportation building and use any available seat. If a seat is unavailable, the employee is responsible for his/her own way to work.

An area or contract manager who causes an employee to switch vans due to a temporary transfer will be responsible for notifying the Transportation and Facilities Supervisor as soon as possible.

The Human Resource Department will be responsible for contacting the Transportation and Facilities Supervisor regarding an employee who has been transferred to another work site and needs transportation.

New hires requesting transportation will notify the appropriate Human Resource Generalist who will contact the Transportation and Facilities Supervisor to determine seat availability.