

15.11 Fleet Vehicle Scheduling

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc., to provide unassigned fleet vehicles for the occasional use of authorized drivers in the course of their employment.

Procedure:

Vehicle requests should be made 48 hours in advance to the Transportation and Facilities Supervisor or designee.

Drivers must document each trip on the vehicle's Monthly Mileage Form and complete a Keys/Property Issued form.