

15.12 Re-Fueling

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. that company vehicles are maintained with at least one-half tank of fuel and that refueling be documented.

Procedure:

It is the driver's responsibility to monitor vehicle fuel. Drivers in possession of Goodwill or other authorized gas card must refuel as needed to maintain at least one-half tank full of fuel in their vehicle at all times. Drivers without a gas card must notify either the Maintenance Technician or the Transportation and Facilities Supervisor when returning a vehicle with less than one-half tank of fuel.

When using a Goodwill gas card, the vehicle mileage must be entered at the pump. The driver must write the vehicle number on the receipt and sign. Receipts should be submitted to the Transportation and Facilities Supervisor as soon as possible.

Failure to follow this procedure may result in disciplinary measures.