

### **15.13 Vehicle Breakdowns**

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to maintain established procedures in the event of a company vehicle emergency or breakdown.

Procedure:

Authorized vehicle drivers are responsible for the following actions in the event of an emergency or vehicle breakdown:

1. Move vehicle off the road and to a safe area
2. Use emergency flashers
3. Place safety flares if necessary
4. Instruct passengers to remain in vehicle if safe
5. Determine nature of the breakdown if possible
6. Contact the Transportation and Facilities Supervisor or the Service Technician and report the following:
  - a. Name of driver
  - b. Vehicle number and worksite assignment
  - c. Nature of breakdown
  - d. Exact location of driver and vehicle
  - e. Others who need to be notified

The Service Technician or the Transportation and Facilities Supervisor will advise the driver of further procedures.