

15.15 Towing

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to provide for the towing of company owned or donated vehicles.

Procedure:

The Transportation Department towing vehicle will be utilized in recovering disabled fleet vehicles or donated vehicles. An outside towing service will be used only as authorized by the Director of Retail, the Director of Facilities, or the CEO/President.

Assigned staff may tow a donated vehicle ONLY after the title is signed over to Licking/Knox Goodwill Industries, Inc.

Under NO circumstances may an agency towing vehicle be used to tow non-Goodwill vehicles. Such practices are prohibited under law and insurance regulations and may result in disciplinary action up to and including termination.