

15.16 Vehicle Inspections

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to complete an inspection of Goodwill fleet vehicles both before and after use.

Procedure:

Pre-trip inspections are the responsibility of the Service Technician, the Transportation and Facilities Supervisor and the authorized driver using the vehicle and include the following:

- Oil and gas levels checked
- Radiator levels checked
- Emergency brake checked
- Clutch pedal, if applicable, checked
- Start engine and verify proper automatic transmission oil level after engine has warmed
- Check interior/exterior for damage or wear
- Check tires for wear and inflation
- Check interior/exterior for cleanliness
- Check safety equipment (refer to Policy & Procedure 15.07, *Safety Equipment and Rules*)
- Verify that windows, mirrors and lights are operating
- Verify presence of copy of current registration and insurance identification card
- Enter information on Monthly Mileage Form or Daily Vehicle Inspection form, as applicable

Upon return of a Goodwill fleet vehicle, the authorized driver is responsible for the following:

- Verification of at least a half tank of fuel
- Interior left in a neat and clean condition
- Removal of any personal items
- Inspection of exterior for any items needing maintenance
- Ending mileage entered on Monthly Mileage Form or completion of Daily Vehicle Inspection form, as applicable
- Return keys to Transportation and Facilities Supervisor

It is the responsibility of the Transportation and Facilities Supervisor to review Daily Vehicle Inspection sheets for needed maintenance and to compile monthly mileage reports. Malfunctions, missing or damaged equipment or documentation should be reported to the Service Technician and the Transportation and Facilities Supervisor as soon as possible.