

15.17 Routine Vehicle Servicing

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to provide periodic preventative maintenance and safety inspections on all Goodwill vehicles to ensure a safe and efficient fleet.

Procedure:

All Goodwill fleet vehicles shall undergo a comprehensive safety inspection as part of the regular, four month/4,000 mile service or as otherwise directed by the Transportation and Facilities Supervisor.

The Service Technician is responsible for performing routine maintenance and minor repairs at the direction and supervision of the Transportation and Facilities Supervisor. A maintenance record shall be completed for each vehicle showing the date, nature and cost of repair(s), mileage and tire tread wear.

Each vehicle shall receive oil change and chassis lubrication every four (4) months or 4,000 miles as per manufacturer's recommendations upon which time the following additional maintenance shall be performed:

- Tires, including any spares, shall be checked for proper inflation, tread wear (tires below 2/32 of tread will be replaced) and rotated
- Availability of a working jack
- All fluids, including brake, transmission, power steering, windshield and antifreeze shall be checked and replaced or added as needed
- Inspection of all belts and hoses and replacement as needed
- Lights, glass, mirrors, horn, wipers and seat belts shall be checked
- Verification of safety items such as fire extinguisher, first aid kit and accident forms
- Copy of current registration and proof of insurance coverage
- Inspection of interior for wear or signs of misuse (see Policy & Procedure 15.04, *Authorized Driver Rules*)
- Inspection of interior heater and air conditioner
- Inspection of exterior for damage, misuse or normal wear