

15.18 Outside Fleet Vehicle Repairs

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to contract with outside vendors for the repair of fleet vehicles in need of specialized service or major repair that cannot be done in-house.

Procedure:

It is the responsibility of the Service Technician and the Transportation and Facilities Supervisor to arrange for outside work to vehicles needing repair or service that is outside the scope of the agency's transportation department.

The Transportation and Facilities Supervisor will determine the most appropriate vendor to use for repairs, submit a purchase requisition through the Finance Department and schedule the repair.