

## **15.20 Vehicle Documentation**

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to maintain certain vehicle documentation in all agency vehicles and as required by the Ohio Department of Motor Vehicles.

### Procedure:

The maintenance of certain vehicle documentation is the responsibility of the Transportation and Facilities Supervisor. Required vehicle documentation is as follows:

- A copy of vehicle license registration
- A copy of current insurance coverage and carrier
- Goodwill emergency information reference card (Safety Card)
- Goodwill Incident Report form (2)

The Transportation and Facilities Supervisor will distribute all updated documentation as received. It will be the responsibility of each vehicle's assigned driver to maintain updated documentation in their assigned vehicle. .