

15.24 Assigned Company Vehicle

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to assign a company vehicle to certain management staff for business purposes and according to their unique job responsibilities.

Procedure:

- Vehicles shall be assigned to certain members of management (“drivers”) under the approval of the CEO/President.
- Assigned vehicles shall be driven by authorized drivers only and under the conditions set forth in Policy and Procedure 15.03, *Authorized Drivers*.
- Drivers shall complete an “Agreement for Use of Company Vehicle” form.
- Drivers shall store their assigned vehicles at their place of residence and use them for commuting to and from their assigned work areas.
- Drivers agree that use of a company vehicle for commuting to and from work is considered by the Internal Revenue Service to be a benefit and shall be included as such in the driver’s taxable income.
- Assigned vehicles are to be used for Licking/Knox Goodwill Industries, Inc. business purposes only.
- Driving habits may be tracked from time to time and without prior notification by means of a GPS device. Tampering with said device shall be grounds for disciplinary action up to and including termination.
- Use of an assigned vehicle outside of the driver’s designated territory without prior approval from the CEO/President is prohibited.
- Alterations to a company vehicle are prohibited.
- Damages to any company vehicle shall be immediately reported to the Director of Facilities using an Incident Report (see Policy 15.14, *Accident Procedures*).
- Drivers shall be held personally responsible for any driving or parking violation fines incurred.
- Suspension of State of Ohio Driving privileges shall be cause for termination of this benefit. Licking/Knox Goodwill Industries, Inc. shall be notified immediately of such suspension.
- The Transportation Department is charged with maintaining company vehicles in good operating condition. Drivers must notify the Transportation & Facilities Supervisor of any needed repairs.
- Drivers are required to keep their assigned vehicle reasonably clean and to maintain therein all required safety items as per Policy 15.07, *Safety Equipment and Rules*.
- Use of a Licking/Knox Goodwill Industries, Inc. gas card for personal purposes is strictly prohibited and shall be considered theft (see Policy 11.17, *Credit Cards*).

- Drivers must recognize that the operation of a Licking/Knox Goodwill Industries, Inc. vehicle reflects directly on the integrity and character of the organization and therefore agree to conduct themselves in a professional manner at all times.
- Use of a company vehicle is a privilege and benefit that may be terminated at any time and for any reason by the CEO/President.
- Employees found to have violated this policy will be disciplined up to and including termination of employment with Licking/Knox Goodwill Industries, Inc.