

19.05 Daily Operations

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to provide a professional, clean, safe and courteous environment at the Used Car Lot.

Procedure:

Each vehicle on display at the used car lot will periodically be started and checked for cleanliness and fuel level.

Any corrections will be the responsibility of the Used Car Supervisor or an appointed employee.

Only employees possessing a valid Ohio Motor Vehicle Salesperson License for Licking/Knox Goodwill Industries, Inc. may interact with a potential client for the purpose of selling a vehicle.

Licensed salespersons for the Used Car Lot will conduct business in a professional and courteous manner.

The licensed salesperson must verify a valid driver's license and insurance coverage prior to any test drive. Test drivers must complete a Test Drive Agreement and return within 30 minutes unless otherwise authorized by the licensed salesperson.