

## 7.06 Use of Equipment and Vehicles

### Policy:

It is the policy of Goodwill Industries, Inc., that employees exercise care, perform required maintenance and follow all operating instructions, safety standards, and guidelines pertaining to equipment and vehicles.

### Procedure:

The employee's supervisor should be notified if any equipment, tools, or vehicles appear to be damaged, defective or needing repair. A "Transfer/Repair" form must be completed and copies distributed appropriately. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, will result in disciplinary action, up to and including, termination of employment.

Any employee who drives a Goodwill vehicle or a personal vehicle while conducting Goodwill business must sign a Transportation Authorization and follow the requirements listed in Policy & Procedure 15.03, *Authorized Drivers*.