



Employee Shop Privilege Form

This form is filled out every time an employee would like to use this privilege.

Generally, our dealership offers our employees the opportunity to work on their personal vehicles in the service department/Car Wash on Thursday, after your shift ends to 7:00 p.m. and Saturday, 8:30 a.m. to 2:00 p.m.

A personal vehicle is one that is titled in the name of the employee.

Detail area is restricted unless authorized by Fixed Operations Manager.

Any parts or supplies used for a personal vehicle must be purchased prior to using.

Personal and safe conduct should be the same as during regular hours.

Shop privileges may be withdrawn from any employee who abuses this privilege or fails to adhere to appropriate standards of safety or authorization form is not completed.

Date requested for shop privilege

Employee name

Fixed Operations Manager

Vehicle Information

Vehicle Description: _____

VIN Number: _____

License Plate: _____