

# TOM DWYER AUTOMOTIVE SERVICES

## WHEEL TORQUE POLICY (rev 2/1/18)



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To all Tom Dwyer Automotive Services employees:

### **When removing and replacing wheels:**

- All wheels will be properly hand-torqued to the vehicle's specifications.
- Tires will be **clearly** marked on the inboard sidewall **and** a small but visible dot adjacent to the valve stem on the outboard side of a torqued wheel, using a tire crayon of the currently assigned color.
- This policy is for all employees and will be followed without exception.

Failing to properly tighten a Customer's wheels can lead to a dangerous condition. This failure exposes the Company and all employees to liability, and places our clients' and other's lives and property at risk.

**Releasing a vehicle with improperly torqued wheels may be grounds for Termination.**

**All damages and expenses will become the responsibility of the employee or employees determined to be at fault.**

Regardless of tenure or position, the individual determined not to have followed Wheel Torque Policy, the action is as follows:

#### **1. First incident may be grounds for Termination.**

If not terminated, Written Warning with details of the event will be issued, signed and placed in the employee files.

#### **2. Second incident may be grounds for Termination.**

If not terminated, Written Warning with details of the event will be issued, signed and placed in the employee files. Suspension without pay for one day minimum will be ordered.

#### **3. Third incident will be grounds for Termination.**

I have reviewed, understand and will comply with this policy

Signed \_\_\_\_\_ Date \_\_\_\_\_