AFTER-HOURS USE OF THE SHOP FOR PERSONAL VEHICLE MAINTENANCE

On certain occasions, [Organization Name] may allow employees to work on their personal vehicles in the shop after hours. This policy, therefore, aims to ensure safety, maintain productivity, and clarify the responsibilities of employees engaging in personal vehicle maintenance on company premises.

SCOPE

This policy applies to all employees who are granted permission to work on their personal vehicles in the shop after regular working hours.

POLICY

[Organization Name] permits employees to work on their personal vehicles in the shop after hours, under the following conditions:

* Employees must seek explicit permission from their immediate supervisor or department manager before working on personal vehicles in the shop after hours.
* Permission will be granted on a case-by-case basis, taking into consideration workload, safety concerns, and potential impact on business operations.
* Employees may not perform such work alone unless there is a pre-established working-alone procedure.

Eligibility

* Only employees with the necessary skills, knowledge, and experience relevant to vehicle maintenance will be considered for authorization.
* Authorization may be contingent upon completion of any required training or certifications.

Use of Company Resources

* Employees must include in their request for permission to work after hours a detailed list of company equipment and resources they intend to use for personal vehicle maintenance.
* Alternatively, employees must report the specific equipment and resources they use while working after hours to their immediate supervisor or department manager.

Safety

* Employees must adhere to all relevant safety protocols, guidelines, and regulations while working on their personal vehicles.
* Personal protective equipment (PPE) required for specific tasks must be worn at all times.
* Employees must not work alone during after-hours personal vehicle maintenance. They should have at least one other authorized employee present in the shop.
* After working at the shop, employees must turn off all lights, set the alarm, and lock the shop.
* If a piece of equipment becomes damaged, employees must immediately notify [Insert person] so that arrangements can be made for repairs for the following workday.
	+ This also applies to supplies. If supplies are running low, employees are required to inform the manager as soon as possible.
* [ADD MORE AS DEEMED NECESSARY]

Responsibility

* Employees are solely responsible for any damages caused to personal vehicles, company property, or equipment during personal vehicle maintenance.

Time and Duration

* After-hours personal vehicle maintenance should not disrupt regular business operations or interfere with the completion of assigned duties.
* Employees should limit personal vehicle maintenance to a reasonable timeframe, ensuring that it does not extend beyond the agreed-upon after-hours period.

Cleanliness and Housekeeping

* Employees must maintain a clean and organized workspace, ensuring that all tools and equipment are properly stored after use.
* Any spills, leaks, or debris must be promptly cleaned up to prevent hazards and maintain a safe working environment.

**Request Procedure**

1. Employees must submit a request to their immediate supervisor X days prior. This request must contain the following details:
	1. Date and time to work after hours at the shop
	2. Name of companion (this companion must also be a [Organization Name] employee)
	3. Duration of use of at the shop
	4. List of resources to use
	5. [ADD MORE AS DEEMED NECESSARY]
2. The manager will review the employee's eligibility to work on their vehicles after hours.
3. The manager will respond to the request as soon as possible.

**Compliance**

Failure to comply with this policy may result in the revocation of permission to work on personal vehicles in the shop after hours. Violations of safety protocols or misuse of company resources may also lead to disciplinary action, up to and including termination.

While working after-hours at the shop, employees are still expected to adhere to all company policies.