

# HOGAN VEHICLE MAINTENANCE STANDARDS

It is a privilege to drive a company vehicle. In addition to being important tools, our vehicles are frequently the first interaction anyone has with our company. As such, they are a moving billboard and we want to use them to portray a positive image to the public.

We also want to get the highest resale value when we retire each vehicle.

To help accomplish these ends (*please read and initial each item*):

THIS IS A "FILLABLE" PDF—YOU MAY TYPE IN THE INFORMATION, ELECTRONICALLY SIGN IT, SAVE THE FILE, AND THEN EMAIL IT AS AN ATTACHMENT TO:

[jmorgan@hoganconstruction.com](mailto:jmorgan@hoganconstruction.com)

ALTERNATIVELY, PRINT AND NEATLY FILL OUT THE FORM AND DELIVER TO HUMAN RESOURCES IN OUR CENTERVILLE OFFICE.

THIS FORM IS ALSO AVAILABLE ON HOGAN UNIVERSITY (LIBRARY>FORMS) AND CAN BE FILLED OUT AND SUBMITTED THERE.

I agree to never smoke or use e-cigarettes in any company vehicle, or allow any passenger to do so.

I agree to frequently clean my company vehicle inside and out.

I agree to make no unauthorized upgrades or add unauthorized equipment to my company vehicle. This includes, but is not limited to:

Unauthorized tires, rims, 5th-wheel hitches and mounts, air bags, window tint, window rain guards, etc.

I acknowledge all upgrades and post-purchase installs need to be approved by our fleet manager. Employees must call our fleet manager, Austin Sharpe (801-669-0671), if something needs to be installed on a company vehicle.

I acknowledge I may be required to remove unauthorized equipment at my personal expense.

While I am permitted to take my company vehicle out of state FOR COMPANY PURPOSES without prior authorization, I must contact Jared Morgan BEFORE taking it out of state for PERSONAL REASONS.

I acknowledge I am the only person allowed to drive the company vehicle assigned to me. **Family members or friends are NOT allowed to drive company vehicles.**

I agree to have regular servicing done on my assigned vehicle, such as oil changes, alignments, tire rotations, recalls, etc. (maintenance items). (See the maintenance providers listed in the VEHICLES: MAINTENANCE STANDARDS section of the Administrative Handbook (on Hogan University and on the back of this page.)

I acknowledge that within the Wasatch Front area I am to only use the maintenance providers listed in the VEHICLES: MAINTENANCE STANDARDS section of the Administrative Handbook (on Hogan University and on the back of this page), and that I am to contact Austin Sharpe for all other repairs or out-of-area maintenance..

I acknowledge I have read and understand the Administrative Handbook's "VEHICLES: DRIVING STANDARDS" section concerning weekly safe-driving reports, that there are remedial actions for those falling below 90%, and at the end of each quarter, the top two safe drivers in each mileage category will receive a reward.

My signature, below, indicates I have read, understand, and agree to these requirements. (Typing your name in the signature box constitutes an electronic signature.)



EMPLOYEE NAME (PRINTED)

DATE

EMPLOYEE SIGNATURE

## MAINTENANCE

Minor problems will usually turn into bigger problems if left unchecked. YOU are obligated to keep the vehicles current on services such as oil changes, alignments, tire rotations, recalls, etc. (maintenance items).

When servicing your vehicle (i.e., oil changes, alignments, tire rotations, recalls, etc.), *you must go to these designated places:*

- Car wash: For a car wash, go to any Quick Quack car wash location.
- Tires: For new tires and alignments, go to any Discount Tire nationwide, or any Purcell Tire and Service Center, including these two locations:
  - 3350 West 2100 South  
Salt Lake City  
801-907-9500
  - 184 West 12th Street  
Ogden  
801-394-3441
- Oil changes: For oil changes, go to any of these locations:
  - Any Jiffy Lube (nationwide)
  - Young GMC (570 North Main Street, Layton, 801-447-2082)
  - Jerry Seiner (957 North 400 East, North Salt Lake, 801-683-0427)
  - Jerry Seiner (104878 South Jordan Gateway, South Jordan, 801-308-8055)
  - Any Purcell Tire and Service Center, including these locations:
    - 3350 West 2100 South  
Salt Lake City  
801-907-9500
    - 184 West 12th Street  
Ogden  
801-394-3441

We recognize that you might live or work out of state or outside the Wasatch Front area. If so, please coordinate with Austin Sharpe (Hogan's Fleet Manager, 801-669-0671) to make other arrangements.

**If you need something fixed on your assigned vehicle that is more than just a maintenance item, you must contact Austin Sharpe (Hogan's Fleet Manager, 801-669-0671).**