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“Resources for the Single Shop Owner

## **Cars In Process When the Technician Has a Day Off**

- 1: When a technician is off for the day for any reason, planned or unplanned, and there are cars in process, the priority is to get the cars completed as soon as possible. These cars are to be assigned to other technicians on that day off.
- 2: Whenever it is known the day before that the technician will not be there the next day, every attempt should be made to get any in-process cars fully completed.
- 3: If that is not possible, then every attempt should be made to get individual jobs on the car completed.
- 4: In every situation, the technician who will be off is to review the jobs completed on the car, jobs in process on the car, and jobs not yet started on the car with the shop manager and any technicians who may be working on the car the following day.