

2019 Tool Plan

Automotive Service



(Formerly AYES)

Procedure for Ordering and Receiving Tools

Tool Ordering

1. The student is selected by or assigned to a dealership/retail repair facility.
2. For each student, the school will make three photocopies of the *Student Tool Plan Agreement* (a three-page form) and provide them to the student.
3. The *Agreement* is reviewed and all three copies are signed by the student and his or her parent or guardian. The student (or parent) should prepare a check or money order for \$399.48, payable to the sponsoring employer.
4. The *Agreement* is reviewed and all three copies are signed by an authorized individual at the intern's employer. For each student, the employer will write a check for \$1,198.45 for one starter set of Snap-on® tools. State sales tax must be added if the school is required to pay sales tax for its purchases. The check should be made payable to the school or the school's foundation. (The school's liaison can provide information on the correct payee name.) Alternatively, the employer can make the check payable to "Snap-on Industrial." If more than one set is being ordered, a single check covering the tool sets for all students is acceptable. The employer will forward all three signed copies of the *Agreement* and the check(s) to the school.
5. An authorized representative of the school will sign all three copies of the *Agreement*. One copy will be retained in the school's files, one copy will be returned to the student intern and one copy will be returned to the employer.
6. The school will complete an "Automotive Tools Order Form 2019" for each participating student. Online ordering is available with a school purchase order number. The online order form can be accessed from the ASE Education Foundation website. Allow 15 business days for the processing and shipment of the tools to the employer or school. A single purchase order may be issued to

cover multiple tool sets.

Alternative 1: The Order Form can be downloaded from the ASE Education Foundation website and filled out on the school's computer. The completed Form can be [emailed](#) to Snap-on®, with the School Purchase Order number indicated in the appropriate box. The school may wish to make a photocopy of each completed Tool Order Form for its own records.

Alternative 2: The school may complete the Order Form, indicating the School Purchase Order Number, and fax it to Snap-on®. (The fax number is on the Order Form.)

Alternative 3: The school or the employer should prepare a check for the full amount (\$1,198.45 per student) made payable to "Snap-on Industrial," and the check(s) and Order Form(s) should be mailed to Snap-on Industrial via "Certified mail/return receipt requested" or some other traceable means.

Tool Receiving

1. The employer should make a photocopy of last page of this *Agreement*, the Tool List. As soon as the Student Starter Tool Set is received, the student and the student's mentor will use this to take an inventory of the tool set.
2. Both the intern and the mentor should sign the tool inventory sheet to acknowledge that all specified items have been received in good condition.
3. The employer should make two photocopies of the signed tool inventory sheet. One copy should be provided to the student and one copy should be forwarded to the school. The employer should retain the original in its files.

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Education Foundation

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Section 1: Student Intern Agreement

As a student intern who has been selected for an internship, I understand and agree to the following provisions of this Student Tool Plan:

- A “Student Starter Set” of Snap-on® tools (described in Section 4 of this agreement) will be provided for my use while I am in the employment of the sponsoring employer.
- I will pay one-third of the discounted “Student price” (\$399.48, payable to the sponsoring employer by date: _____).

Or other arrangement:

- The sponsoring employer will retain ownership of the tool set during the internship and for two years after my high school graduation (or equivalent).
- During this early period of employment:
 - The tools will remain on the premises of the employer at all times.
 - I am responsible for the condition of the tools.
 - I agree that I will not use the tools for purposes for which they were not designed.
 - I agree to pay for the replacement of any missing or severely worn tools at the price which applies at the time of replacement. I understand that replacement tools are not available at the discounted “Student price.”
- If I complete two years of continuous employment with the same employer after high school graduation (or equivalent), the ownership of the starter tools will be transferred to me, at no additional cost to me.
- I understand that from time to time, I may want to supplement the starter tool kit with additional tools. I will be responsible to pay for any additional tools that I may want to buy to help me in the performance of my work. Any additional tools I purchase will be my own property and are not covered by the terms of this Student Tool Plan Agreement.
- This Tool Plan Agreement does not imply the guarantee of full-time employment by the

sponsoring employer upon my high school graduation (or equivalent). If my employment ceases before the two-year anniversary of my high school graduation (or equivalent), I understand that the employer will retain ownership of the tools. At such time, I will receive a refund of \$299.61 (the price I paid less a 25% usage fee). This provision remains in effect if I choose to leave the employer or if the employer elects to terminate my employment for poor performance or other just cause.

- If the sponsoring employer elects to terminate my employment before the two-year anniversary of my graduation due to circumstances unrelated to my performance on the job or my personal conduct (e.g., because there is no opportunity for my continued employment, or the sale or closing of the dealership), then ownership of the tools will be transferred to me, at no additional cost to me.

Student Name (Print)

Student Signature

Date

Acknowledged by:

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

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Section 2: Employer Agreement

As a sponsoring employer of a student intern, we agree to the following provisions of the Student Tool Plan:

- We will pay two-thirds of the “student cost” (\$798.97) for a starter set of Snap-on tools, for the use of the student while in our employment.
 - We will retain ownership of the tools until the student completes two years of full-time employment at our facility (or at a facility under the same ownership) following his or her high school graduation (or equivalent). At that time, the ownership of the tools will be transferred to the student at no additional cost to the student.
 - If the student ceases to be employed at this facility (or at a facility under the same ownership) before the two-year anniversary of his or her high school graduation (or equivalent), we will refund \$299.61 to the student. In such an event, we will retain ownership of the tools. This provision remains in effect if the student chooses to leave the employer or if this employer elects to terminate the employment of the student for poor performance or other just cause.
- While we do hope to offer the student full-time employment upon graduation from high school (or equivalent), this Tool Plan Agreement is not a guarantee of such employment.
 - If the student’s employment with our sponsoring employer ceases before the two-year anniversary of high school graduation (or equivalent) due to circumstances unrelated to the student’s performance on the job or personal conduct (e.g., because there is no opportunity for continued employment), then ownership of the tools will be transferred to the student, at no additional cost to the student.

Sponsoring Location Name (Print)

Employer Code (if applicable)

Employer Manager Name (Print)

Title

Employer Manager (Signature)

Date

Section 3: School Acknowledgement

<p>FOR SCHOOL USE ONLY:</p> <p>Received of _____</p> <p>\$ _____</p> <p>Check No. _____</p> <p>Date _____</p>
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Sponsoring School Name (Print)

Authorized School Representative Name (Print)

Title

Authorized School Representative (Signature)

Date

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Automotive Tool Set (AYESSETC) Tool List

Check

Off

TOOL DESCRIPTION

- 1/4" Drive Deep Socket Set
- 1/4" Drive Metric Socket Set
- 1/4" Driver
- 3/8" Drive Shallow /
Deep Metric Socket Set
- 3/8" Ratchet
- 3/8" Universal Joint
- 3" Extension
- 6" Extension
- 5/8" Spark Plug Socket
- 1/2" Drive 3/4" Deep Impact Socket
- 1/2" Drive 17mm Deep Impact Socket
- 1/2" Drive 18mm Deep Impact Socket
- 1/2" Drive 19mm Deep Impact Socket
- 1/2" Drive 21mm Deep Impact Socket
- Duck Bill Pliers
- Diagonal Cutters
- Adjustable Joint Pliers

Check

Off

TOOL DESCRIPTION

- Dead Blow Hammer
- Disc Brake Caliper Sockets
- Brake Spring Tool
- Brake Spring Socket

- Flat Tip Screwdriver 8"
- Flat Tip Screwdriver 10"
- Phillips Head Screwdriver
- Ratcheting Screwdriver
- T-15 Torx Screwdriver
- 7-pc Metric Wrench Set
- Battery Service Kit
- 1/2 Dr. Impact Gun
- Mini Circuit Tester
- Spark Plug Gap Gauge
- Safety Glasses
- Multimeter
- Magnetic Pick-up Tool

- 7-Drawer Rolling Cabinet (optional order – additional charge – see addendum agreement)

Note: The total price of the Snap-on® tool set through the tool plan represents a discounted price for the total set. In the event that a tool must be replaced, the list price in effect at the time of replacement will apply. Snap-on® reserves the right to delete or substitute equivalent parts for parts that are discontinued.

I attest that all parts listed were received in good condition:

Student Intern Signature

Date

Mentor Signature

Date

Any damage to tools or the tool box must be reported to the local Snap-on representative within seven days of delivery.