

Tire Process

1. Use Groove Glove to measure tread depth.
2. Build a quote using ATD Online, quoting in stock tires when available.
3. CSA to review tread depth with customer and present quote.
4. Explain the benefits, safety issues and ask for the sale. Offer Car Care 1 if needed. If sold (Offer customer a ride home)
5. Order tires for pick up if not in stock. Order tires to replace inventory if in stock. Order tires for restock only when available from Local DC or Local +. If tires are only available from National, wait 1 week and see if they are now available from Local DC or Local +.
6. Build tire package in GROW (TI1 or TI2) using the ATD Online quote pricing.
7. If customer purchases Road Hazard, CSA or Manager will use Sonsio.com and fill out the customer info, the DOT numbers and price the customer paid per tire leaving only the Jiffy Lube invoice number to be entered after cash out.
8. If customer declines Road Hazard, it must be stated on the wildcard line **“Road Hazard Declined”**.
9. Remove all necessary tires from vehicle.

Break bead on old tire

10. Remove all wheel weights from the rim and clean the surrounding area.
11. Remove the valve core.
12. Using the center pedal to operate the bead breaker, break the bead keeping the valve stem at 12 or 6 on both sides of the wheel to avoid breaking the TPMS. Ensure bead is completely free before continuing.

Dismount old tire

13. Place the wheel face up on the turntable of the tire change machine.
14. Lock the wheel to the tire machine by grabbing the lip of the wheel from the outside-in. (operated by the far-left pedal)
15. Align the mount-demount head (duck head) to the lip of the wheel (avoid allowing duck head to contact wheel) lock the vertical bar pulling the lever and tighten the adjuster knob so the arm will not jump onto the wheel.
16. Use the right-hand pedal rotating the wheel to put the valve stem @ 12 o'clock. Using the tire tool that came with the machine, pry the bead of the outside of the tire over the duck head. (over the duck head only DO NOT PRY ON THE WHEEL OR DAMAGE WILL OCCUR)
17. When the tire is over the ball on the duck head, rotate clockwise pushing down on the far-right pedal (Repeat for inner tire bead)

Mount new tire

18. Using a wire brush clean the bead contact area making sure to not damage the face of the wheel. And rotate the wheel, placing the valve stem at 9 o'clock.
19. Remove and replace the valve stem or rebuild the TPMS valve using the appropriate stem or rebuild kit found in the Mighty catalog. Next, remove the valve stem core. (store in safe place)
20. Lubricate both beads of the tire, align the DUCK HEAD in the center of the tire on the rim. Rotate the tire clockwise by hand until there is pressure, making sure to only apply the inner part of the tire. Be sure the bead is over the ball and under the bill of the DUCK HEAD, and rotate the wheel using the right-hand pedal until the inner tire bead is on the rim. Repeat for outer bead, apply pressure down on the tire while rotating ensuring your hand are clear from any pinch points.
21. Rotate tire until the high spot on tire (red dot) with the low spot of the wheel (usually the valve stem)

Seat Beads

22. Release wheel from tire machine but leave it on the table on top of the wheel mounts. Connect inflator to valve stem and add air using pedal on the left side of the machine (1/2 depressed adds air through the hose, if fully depressed air will shoot through the bead setting jets used to set a difficult bead) located on the wheel mounting heads. Fill until the tire bead sets and reinstall the new valve core.
23. Check and fill all tires using the Haltec tire inflator and reinstall caps.
24. Repeat steps for each tire sold
25. Take a picture of the DOT # on all 4 tires, usually 10, 11, or 12 numbers, letters, or symbols

Balance Tire

26. Clean the inner of the wheel removing rocks, mud, and debris (if using tape style weights make sure you clean any oil and dust from the contact point on the wheel).
27. Select correct centering cone and set taper outward on the balance shaft. Install the wheel face out and tighten the locking nut with centering hub.
28. From main screen, pull out the measuring arm and align with outer lip of the rim (if using hammer on clamp weights measure inside and outside) if using tape style weight, you must repeat step and measure inside rim behind the spokes.
29. Make sure the screen is showing the correct location of the weights
30. Close the lid.
31. Align the wheel with the location on the monitor.
32. Apply clamp weights at 12o'clock on specified locations
33. If tape weigh is required use the measuring arm (has a holder for the tape weight) moving the arm inward to the location initially measured. It will show the location on the monitor.
34. Re-spin to verify balance.

Install wheels & Perform Quality Inspection

35. Reinstall wheels on car using Lubricar's torque procedures.
36. Follow Lubricar's quality inspection procedures.
37. Cash out customer.
38. Test drive while customer is being cashed out
39. Using ATD Online: Click Resources, Click Tire registration, select brand, fill out DOT registration information & if Nexen tires follow step 2 on the website to register tires with Nexen.
40. For Road Hazzard: Use Sonsio.com and add the Jiffy Lube invoice number to the previously filled out form and print.
41. Give the customer the print out for the road hazard.

Monthly:

- Rotate tire stock using 3 dot method (Contact DM for details)
- Email Jiffy@Libertytire.com for used tire pick (50 minimum – never more than 99)
- Order new printer toner for Groove Glove printer from Mighty ASAP after replacing cartridges.

Item Codes	
TI1-TIRE INSTALL PKG	\$18.00 PER TIRE
TI2-TIRE INSTALL PKG FLT	\$23.00 PER TIRE
TIE-TIRE INSTALL PKG EMP	\$15.00 PER TIRE
ROT1-TIRE ROTATION	\$24.99
ROT2-TIRE ROT & BAL	\$39.99
TRP1-TIRE REPAIR	\$24.99
ROAD HAZARD WARRANTY	12.2% OF RETAIL TIRE PRICE

