

On-Vehicle Repair and Lab Work Guidelines

A. All repairs performed by students on non-college owned vehicles must be pre-approved by the Automotive-Diesel Program Director, if they fall under the following categories:

1. Major component rebuilds (engines, transmissions, transaxles, etc.).
2. All repairs performed on student or customer vehicles that may tie up a work bay for **more than one week**.
3. Any types of repairs that are not listed on the NATEF task lists (i.e.: window tinting, body work, motorcycle repairs, lawn mower repairs, etc.)
4. NATEF tasks performed on customer or student vehicles without a properly filled work order and/or a signed hold harmless agreement.
5. High risk repairs that may expose YOU or the College to a potential liability (i.e.: welding frames, repairing tires that have evidence of side wall damage, removal of fuel tanks, removing catalytic convertors, etc.).
6. Any type of repairs on non-College owned or student vehicles that are performed using parts, fluids or components purchased by the College (NO EXCEPTIONS).
7. Repairs being performed by entry-level students that are above their level of expertise/training and not part of the regular task assignments.
8. Any type of vehicle repairs performed outside of the designated Lab bay areas.

B. The following guidelines must be followed by all students and instructors when performing repairs on customer vehicles or trainers assigned to the Automotive or Diesel Technology Programs.

1. Safety Glasses must be worn, **at all times**, when work is being performed in the lab.
2. Student vehicles or vehicles owned and operated by the governing body (i.e...Facilities Fleet Department) are not allowed to be used as the primary source of on-vehicle service and repair work.

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3. Vehicles donated by manufacturers or other sources are acceptable as the primary source of on vehicle service and repair work.
4. Students must use the Mitchell Manager system to prepare a vehicle work orders.
5. All work orders must be numbered.
6. All work orders must include the following information:
(3C's):1) Customer's Concern 2) Cause 3) Cure.
7. All repair time must be included in the labor section of the work order.
8. All parts and supplies used to repair customer or student vehicles must be included in the work order. Customers must purchase all parts, oils, fluids, filters supplies (a/c refrigerant, coolant, brake fluid, ATF, etc.) that will be required to perform the repairs.
9. If replacement parts are purchased for college owned vehicle trainers, the vehicle number (last 4 digits of the VIN #) should listed on blanket order invoice and also on the work order. A separate file should be kept for each vehicle in the Automotive Technology Evaluator's (ATE) or in the Diesel Instructor's Office (for audit purposes).
10. If the vehicle belongs to a student or customer, they must show proof of valid insurance and also sign a "hold harmless" waiver.
11. Customers or students are not allowed to dispose any used tires on College property. All used tires must be returned to the store that supplied the replacement tires and disposed in accordance with EPA guidelines.
12. Students may only be allowed to work on their own cars as a reward for accomplishing the goals and objectives of the week ("C" work or better). The student's car is identified as the one registered with campus security. This privilege would normally occur on Fridays and is controlled by the individual instructor
13. Documentation of all work, diagnostic or repair must be kept using applicable industry standards for record keeping.

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14. No money, tips or gifts should be exchanged for services rendered on customer or student vehicles.
15. Only instructors are allowed in the specialized tool rooms.
16. Students who request specialized tools, located in the tool rooms, must fill out a “tool check-out log”.
17. Instructors are responsible for making sure that students return the specialized tools before the end of each lab period (**they must be logged in**).
18. Instructors are responsible for making sure that the specialized tools are stored in the proper location.
19. The Automotive Technology Evaluator (ATE) must conduct a monthly inventory of all the specialized tool rooms.
20. All student tool boxes must be inventoried **at least** once a week.
21. Instructors are responsible monitoring their designated student tool boxes.
22. All student tool boxes and tool cabinets must be kept locked when not in use.
23. Any tool loss or damage must be reported to the ATE.
24. Keys **must be** left in the vehicles at all times when in the Lab (except hybrid vehicles).
25. No I-pods or ear phones are allowed in the Lab.
26. There will be a task sheet and work order when performing repairs on a vehicle.
27. Equipment use is limited to those knowledgeable enough to operate the equipment safely - otherwise the equipment is **OFF LIMITS!**
28. **NO** tools or equipment will be loaned.
29. Any time the hood is open, **fender** covers must be in placed on the vehicle.

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30. Students must get permission from the instructor **before** bringing vehicles in the LAB.
31. All vehicles are to be treated as customer vehicles. As a student **YOU ARE TO RESPECT THIS** which means you do not sit in, lean on, or handle any vehicle that has not been specifically assigned to you by your instructor.
32. No visitors are allowed to be in the Labs while work is being performed.