

**TITLE: USE OF AUTO SERVICE FACILITIES**

A key feature of the Automotive Service Program is the supervised experience students receive while working on late model vehicles. A definite policy stating what kinds of vehicles will be accepted, the procedures for scheduling, and conditions for payment of service are essential so that the general public understands the intent in providing such services.

1. Scheduling
  - A. Vehicles will be accepted for servicing and repairs only as they fit the program of instruction and the work schedule prepared by the instructor.
  - B. Owners of vehicles desiring service and repairs will be placed on a reservations list and notified of an appointment in advance.
  - C. Work order will be completed and signed by the vehicle owner and the instructor prior to any work being done on each project.
2. Job Performance
  - A. All services and repairs scheduled on a work sheet will be complete and subject to a final check by the instructor. No guarantee, implied or otherwise, is attached to services or repairs rendered. Any legitimate complaints arising from services or repairs within thirty (30) days will be corrected.
  - B. All work performed will be that which is common to the auto service industry and is described in service manuals for popular and recent models of autos and light trucks. No jobs relating to modifications will be accepted.
3. Rate Schedule
  - A. Since work performed on vehicles is an educational experience for the student, there is no labor charge involved on any job.
  - B. Students and others will bring their own parts.

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