

VERMONT TECHNICAL COLLEGE
MANUAL OF POLICY AND PROCEDURES

T119 LAB WORK AT AUTO TECH GARAGE (Including general release)

April 2000
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PURPOSE

Vermont Technical College (Vermont Tech) has established procedures that will allow students to perform work on non-Vermont Tech vehicles during established lab hours at the Auto Tech facility.

As a condition of this policy, a General Release must be obtained from the vehicle owner before any work can be performed on any non-Vermont Tech owned vehicle.

STATEMENT OF POLICY

The objectives for holding an extended period of lab time are to provide automotive technology students with additional time to practice the concepts taught during normal credit lab time, and to provide the student with opportunities to actually perform tasks on used vehicles displaying symptoms that can only be talked about and described in labs and lectures. The work should provide the opportunity to “feel” the symptoms on the cars, to diagnose the problems, to properly cure the cause on cars that have been exposed to the everyday hazards of New England driving, and to then again “feel” the results of the proper diagnosis and repair.

Extended lab hours will be available to Auto Tech Club Members as announced by department faculty. The work order must be submitted by 4:00 p.m. on the day before the lab. A schedule for accepted work orders will then be posted in the Auto Tech library before 5:00 p.m. of that same day. All work orders will be subject to approval by the supervising faculty member.

Problems may accidentally be created by reasonable, professional repair procedures due to rust, wear, and related defects. Neither Vermont Tech nor its employees will assume financial responsibility for these problems. It also may not be possible for Vermont Tech students to repair problems due to these and/or other constraints to include time constraints. It is the obligation and the right of the supervising faculty member to determine what should or should not be repaired.

RULES

1. A faculty member, or designee, must be physically present at all times in the lab area.
2. The supervising faculty member has full authority to accept or reject any work order based on his or her own judgement about the educational benefit to the student, the realism of the proposed work, the scheduling, or the student's individual ability to perform the work in the allotted time.
3. All students participating in this lab experience must work with the safety and professionalism expected in every lab period. The supervising faculty has full authority to request a student to leave, or reject future proposals based on any behavior, that he or she judges to be unacceptable or inappropriate.
4. Students may work on their own car or their family or friend's car after the appropriate signature of release has been executed, and the work order approved by an Auto Tech faculty member.
5. The vehicle to be worked on must be currently registered, inspected, and insured. Proof will be required and checked during approval of work order.
6. The exhaust system and parking brake must be functional on the vehicle in order to provide a safe work environment for all students.
7. The lab will be cancelled if the supervising faculty member is unable to participate for any reason.
8. Auto Tech vehicles---vehicles not registered---may not be driven in parking lots or on the Cemetery and/or other roadways at any time.
9. The Vermont Tech security office must be immediately notified in writing of all vehicles donated to the Auto Tech facility. Only the Department Chair of the Auto Tech program, with the written concurrence of the Dean of Administration, may accept a vehicle donation to the Auto Tech program.