

PROCEDURES FOR LIVE WORK PROJECTS AUTOMOTIVE COLLISION REPAIR

PROJECT APPROVAL:

Automotive Collision Repair instructional live work projects are approved by the Automotive Collision Repair program chair based on the needs of the students and in accordance with established curriculum, program standards, and student learning outcomes.

WRITTEN AGREEMENT AND SIGNATURE FOR PATRONS/CLIENTS:

Prior to participating in an Automotive Collision Repair instructional live work project the client must sign the Request for Repair & Release of Liability form.

The form states:

- I must be a member of the student body or staff/faculty of Athens Technical College, or otherwise approved by the Division Dean or Vice President of Academic Affairs.
- Athens Technical College assumes no liability for loss, theft, or damage to identified vehicle while on campus.
- The work will be done by students and is not guaranteed.
- All work will be scheduled by the instructor to meet program needs, in compliance with departmental procedures, and with no guarantee for estimated time for completion.
- I must obtain and/or pay for all parts, materials, or supplies necessary.
- I must be the owner of the vehicle described.
- I must pay the college cashier for all charges before the vehicle will be released.
- Delivery and pick-up of the vehicle is my responsibility.
- I have 15 days to remove the vehicle after notification of work completion or it will be towed away at my expense.

ACCOUNTING PROCEDURES:

FEE STRUCTURE: The fee structure for the Automotive Collision Repair instructional live work projects will be recommended by and reviewed annually by the program advisory committee and approved by the Division Dean and/or Vice President of Academic Affairs.

The fee structure for an Automotive Collision Technology instructional live work project is 20% of the flat rate for manual labor (current rate for body work is approximately \$45.00, frame work is approximately \$60.00, and mechanical work is approximately \$100 – all rates subject to change annually). This is a labor rate and is in addition to the cost of parts and materials.

FUNDS ACCOUNTABILITY: The Automotive Collision Repair instructor and students are responsible for accurately filling out the instructional live work projects work order and assessing cost for services rendered. All payments for services rendered are to be paid directly to the college cashier.

The procedures to establish the cost for an instructional live work project are:

- The instructor solicits from the patron/client the nature of the instructional live work project and secures the signed Request for Repair & Release of Liability form.

- The instructor and/or student completes the work order form describing the nature of the instructional live work project, estimates of parts required, and the estimated cost of the service to the patron/client. The patron/client signs the work order giving authorization to proceed with the instructional live work project.
- The instructor approves the instructional live work project, assigns a work order number, and designates student(s) to work on the instructional live work project.
- During the instructional live work project the instructor guides, directs, and monitors the progress, keeps the patron/client informed of any changes that might occur, and records changes on the work order form.
- Upon completion of the instructional live work project, the work order form is reviewed and revised if necessary, the patron/client is notified that the project is complete, the total amount that is to be paid, and the work order form is sent to the college cashier.
- The patron/client pays the college cashier for the instructional live work project, receives a paid receipt from the cashier, takes the paid receipt to the Automotive Collision Repair instructor, and receives the vehicle.

CLIENTELE AND PRIORITY:

Participation in an Automotive Collision Repair instructional live work project is available to faculty, staff, and students of Athens Technical College. All exceptions to the above clientele must be approved by the Division Dean and/or Vice President of Academic Affairs.

Priority is established based on those activities needed by the students to gain skills required to graduate from the Athens Technical College Automotive Collision Repair program. Priority is determined by the Automotive Collision Repair instructor supervising the laboratory experience.

**Athens Technical College
Request for Repair & Release of Liability**

OWNER: _____
Name Address Phone

VEHICLE: Year: _____ Make: _____ Model: _____ Tag: _____

Faculty/Staff: _____ **Student:** _____ **Other:** _____ (Approval required)

Describe the type of work desired, symptom(s), or problems:

I understand and agree to the following terms:

- **I must be a member of the student body or staff/faculty of Athens Technical College, or otherwise approved by the Division Dean or Vice President of Academic Affairs.**
- **Athens Technical College assumes no liability for loss, theft, or damage to identified vehicle while on campus.**
- **The work will be done by students and is not guaranteed.**
- **All work will be scheduled by the instructor to meet program needs, in compliance with departmental procedures, and with no stipulated time for completion.**
- **I must obtain and/or pay for all parts, materials, or supplies necessary.**
- **I must be the owner of the vehicle described.**
- **I must pay the college cashier for all charges before the vehicle will be released.**
- **Delivery and pick-up of the vehicle is my responsibility.**
- **I have 15 days to remove the vehicle after notification of work completion or it will be towed away at my expense.**

Owner's signature: _____ **Date:** _____

***Request for Approval:**

Division Dean: _____ **Date:** _____

OR

VP of Academic Affairs: _____ **Date:** _____