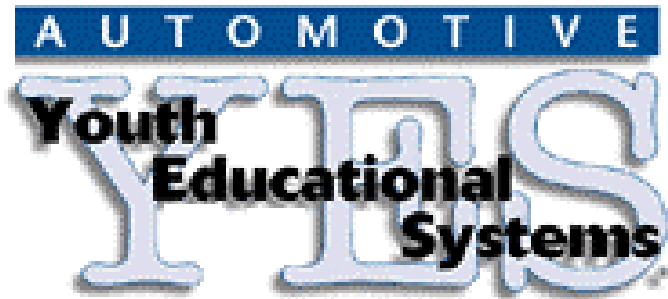


*Cuyahoga  
Valley  
Career  
Center*

*8001 Brecksville Road  
Brecksville, OH 44141  
440.526.5200*

Student \_\_\_\_\_



## Auto Service Technology Program



## Plan for YOUR Success

Mr. J. Lamatrice  
440.746.8264

Mr. C. Russo  
440.746.8263

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# INTRODUCTION

Safety is the first and foremost part of all students training. Hopefully, this training will carry through the students' lifetime. Safety will be included in every phase of instruction and the following lists of rules and regulations outlined in the general safety requirements must be obeyed at all times.

Each student will be required to comply with all regulations of Cuyahoga Valley Career Center and the Transportation Cluster program.

# COURSE OBJECTIVES

The primary purpose of the Auto Service Technology Program is to enable the student to obtain basic theory and technical foundation for entry level skills in the job market.

To demonstrate that the students have obtained this level of performance, they will:

1. Work and use all tools and equipment in a safe and professional manner.
2. Use their related technical skills in diagnosis.
3. Demonstrate and develop their manipulative skills.
4. Display professionalism and good workmanship in tasks performed.
5. Develop leadership skills through SkillsUSA.
6. Demonstrate the ability to communicate with customers and fellow students.
7. Display the ability to think in a rational manner.
8. Preserve physical and mental health through good and safe work practices.

These objectives will be measured by means of the instructor observation, written, oral and performance testing, change of attitude, student involvement and finish products.

# **IMPORTANCE OF ATTENDANCE WHAT IT MEANS TO YOU**

1. NO MAKE-UP WORK
2. NO GETTING BEHIND
3. EARLY PLACEMENT
4. BETTER JOB OPPORTUNITIES
5. RECOGNITION (BOTH SCHOOL AND JOB)
6. TEAM WORK
7. PASSING GRADE???????????????
8. SHOP PRIVILEGES

## **POOR ATTENDANCE PENALTIES**

Technicians and especially flat-rate technicians DO NOT receive sick pay. You must be on the job every day in order to keep your job and collect a full pay check. Start your training in this area now by being in school every day ready to work.

**YOUR GRADE IS YOUR PAY CHECK!!**

# **GENERAL SHOP SAFETY RULES AND REGULATIONS**

1. Safety glasses must be worn at all times while in the lab area.
2. No soft shoes (tennis shoes, canvas, etc.) will be permitted. Shoes must have hard soles.
3. When working in the lab area, do not wear loose clothing or have shirt tails hanging-out.
4. Rings and watches should be removed before starting work.
5. Long hair can be a safety hazard. All hair of unsafe length must be contained.
6. Absolutely no horseplay will be permitted. No running or throwing of objects will be permitted.
7. Smoking is not permitted.
8. Keep all benches, aisles and work areas clean and free of debris.
9. All spills must be cleaned-up immediately.
10. Report all injuries, regardless of how small, to the instructor immediately.
11. No student will be permitted to use any shop equipment until he or she has been instructed in its proper use. Some equipment may only be used under direct supervision of the instructor.
12. Student conduct should be that of a young adult, in order to insure safety and good working conditions for all concerned.
13. Fire, tornado, and lock-down drills will be learned and followed precisely.
14. Food, Cellular phones, Outside jackets, CD players, and radios will not be permitted in the shop or related classroom.

# RULES AND REGULATIONS

1. Students will be expected to attend class every day as though it were a job situation.
2. All students will come to class prepared with a pencil, paper, and notebook.
3. No student will be permitted to leave the building/classroom without permission of the instructor.
4. Students shall seek permission and give the instructor adequate notice before taking any tools home and they must be inventoried before leaving the shop and upon their return.
5. Report any additions to your toolbox immediately. Report any tool that is broken or missing.
6. All tools must be marked to identify them as your own.
7. No items will be taken from the tool crib unless issued by the tool crib attendant.
8. Any student receiving a tool from the crib is directly responsible for its care.
9. Surprise tool check may occur at any time. Tool inventory must match that of the instructors list.
10. Do not drive or move any vehicle without having a valid drivers permit. Students will not be permitted to road test vehicles.
11. Never clean parts with gasoline or any volatile liquid. Use the parts washer tank and safety solvent.
12. Vehicles will **NOT** be permitted to be raised on lifts until inspected by the instructor. Locks must be used on the lifts.
13. Use jack-stands under all vehicles which have been lifted.
14. Use exhaust hoses on all vehicles and equipment which are running.
15. Use air hoses with extreme caution.
16. Use care when lifting heavy objects-GET HELP.
17. Do not put any sharp objects in your pockets.
18. Students will maintain a lock on their assigned lockers, and provide the instructor with the combination or a spare key.
19. All lockers will be kept neat and clean. No food or snacks will be kept in shop lockers.
20. Students will refrain from using profanity or loud talk.
21. Students will be expected to be in their assigned area at the beginning of class and after clean-up. Students not in their proper area will be considered absent.
22. Students must pass a written safety test before being allowed to work in the lab.

# PERSONAL VEHICLES

It is a **privilege** to bring personal vehicles into the AST Lab.

Guidelines for working on personal vehicles:

1. Student must receive authorization from the instructor before bringing a vehicle into the shop.
2. The following conditions apply
  - a. Work must conform to the 6 areas taught in the program
  - b. Student has a valid Driver License
  - c. Vehicle has valid registration, plates and proof of insurance
  - d. There are no signs or bumper stickers with lewd messages or advertising substance that are prohibited on the CVCC campus
  - e. Student has a "C" or better grade
  - f. Student has not missed more than 2 days
  - g. Student has not been tardy more than 2 days
3. On the day the vehicle is to be brought into the shop, the student will park in the North parking lot and report to class. Ten minutes after class begins or when the instructor indicates, **one student** will take the work order to the parking lot, place it on the dash and bring the vehicle to the shop observing the posted speed limit.
4. Student must provide parts or have funds to pay for them.

**No student vehicle will leave the CVCC campus until all debts are satisfied.**

**You may not sit in or on any vehicle in the shop unless there is a specific, work related reason to do so.**



# **ACCIDENT, FIRE, AND EMERGENCY PROCEDURES**

In case of accident the following procedures must be followed:

1. Stop all machines.
2. Determine the seriousness of injury.
3. Notify the instructor immediately.

In case of fire all students must know:

1. The proper route to take during a fire drill.
2. The location of every fire extinguisher and other safety devices/equipment in the lab area.
3. The use of the emergency button to shut off power.

In case of a tornado alert, the student must know:

1. The location of their station.
2. The proper position to take for their protection.

In case of lock-down, the following procedures must be followed:

1. Each instructor will discuss individually their process in handling a lock down.
2. All students are to be quiet and cooperative and to follow the instructors lead through-out the drill and during the actual lock down.

In case of instructor down, the students must:

1. Dial "0"
2. Ask for Mr. Green to report to the area where the instructor is down.

# GENERAL SAFETY PRECAUTIONS

While safety precautions for individual machines will be discussed in their respective instructional units, the following general precautions should be observed when using any electric power tool.

1. Never use electric tools in an area where there is presence of gasoline or other explosive or combustible liquids, or gasses.
2. Never use an electric tool when standing on wet or damp ground unless you use a rubber mat, wear rubbers, or have other insulating material between you and the ground.
3. Do not wear clothing, ties, and the like which might become caught in the equipment you are to operate.
4. Make sure the tool is properly connected in the electric circuit and is safely grounded.
5. Be certain the electric cord cannot become damaged during operation of the equipment.
6. Do not work on any material unless it is securely fastened so it will not slip or twist.
7. Operate power equipment only at its designated voltage.
8. Keep power tools in good condition, dry, and protected from dampness and dirt. Make a practice of checking for loose parts which should be kept tightened.
9. Use ALL the safety guards provided with the machine you are to operate.
10. Always disconnect the machine from the power circuit when changing parts such as blades, drills, cutters, sandpaper, etc.

**THINK!!!!**  
**MOST ACCIDENTS ARE CAUSED BY SIMPLE**  
**THOUGHTLESSNESS.**

# OHIO REVISED CODE SECTION 33313.643

## EYE PROTECTIVE DEVICES

Every student and teacher of a school, college, or other educational institution shall wear industrial quality eye protective at all times while participating in or observing any of the following courses:

- A. Vocational, technical, industrial arts, fine arts, chemical, physical, or combined chemical-physical educational activities, involving exposure to:
  - 1. Hot molten metals or other molten materials;
  - 2. Milling, sawing, drilling, turning, shaping, cutting, grinding, buffing, or stamping of any solid materials;
  - 3. Heat treatment, tempering, or kiln firing of any metal or other materials;
  - 4. Gas or electric arc welding or other forms of welding processes;
  - 5. Repair or servicing of any vehicle;
  - 6. Caustic or explosive materials;
  
- B. Chemical, physical, or combined-chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other hazards.

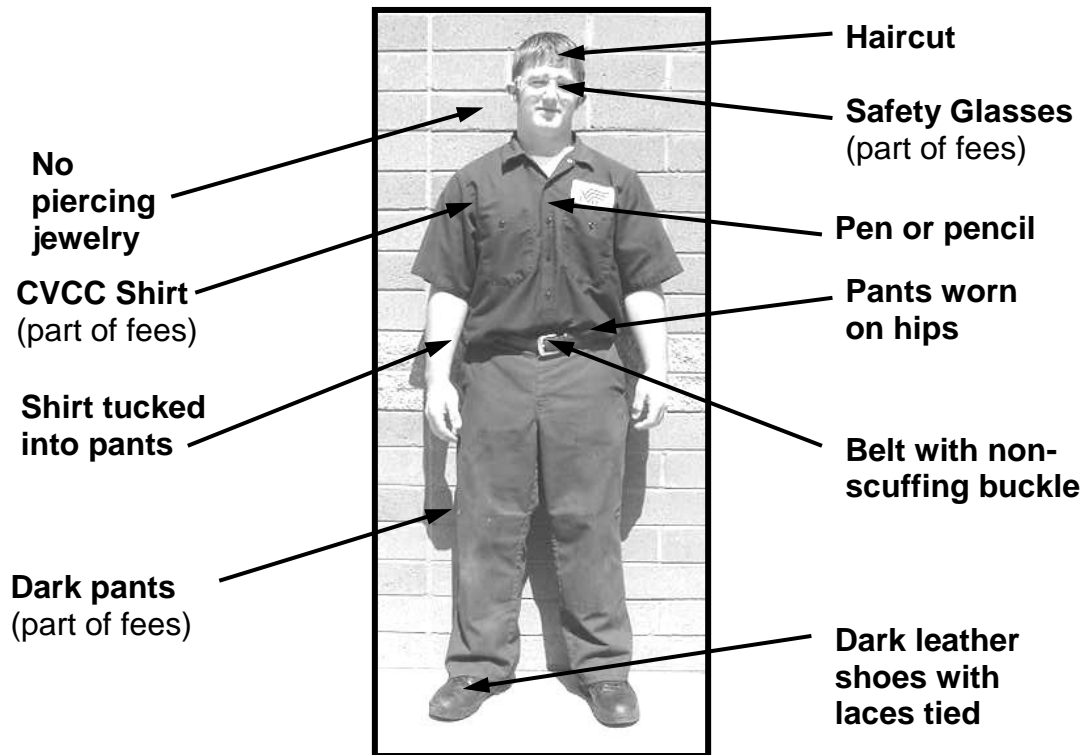
Such devices may be furnished for all students and teachers, purchased and sold at cost to students and teachers, or made available for moderate rental fee, and shall be furnished for all visitors to such shops and laboratories.

The superintendent of public instruction, or other appropriate educational authority designated by the superintendent, shall prepare and circulate to each public and private educational institution in this state instructions and recommendations for implementing the eye safety provisions of this section. The bureau of workers' compensation shall ensure compliance with this section

“Industrial quality eye protection devices” as used in this section, means devices meeting the standards of the American national standard practice for occupational educational eye and face protection, Z87.1-1968, approved by the American standards institute, inc., and subsequent revisions thereof, provided such revisions are approved and adopted by the industrial commission.

**HISTORY: 130 v 752 (Eff 8-26-63); 132 v 231 (Eff 12-1-67); 134 v S 237 (Eff 6-22-72); 143 v H 22. Eff 11-3-89.**

# CVCC DRESS STANDARD



## What it takes to be successful in the Automotive Service Technology Program.

1. **ATTITUDE** – Students attending this program are serious about employment in the automotive industry. The courses are rigorous and require diligence to learn complex automotive systems.
2. **ATTENDANCE** – Every day the instructors provide information and practice that is critical to the education of students. Those who miss class miss the instruction and fall behind. Do not schedule doctor appointments and vacations during class time. We cannot consider students for employment who are chronically late and/or absent.
3. **APTITUDE** – Each of us have different abilities and talents. Some are gifted in mechanical ability. Having this gift will contribute to success in this program.
4. **ACADEMICS** – Employment in automotive technology requires reading, math and oral/written communication skills. Students deficient in reading and math ability will be given additional assistance as needed. All of the courses in the automotive technology program require these skills.
5. **DRESS STANDARDS** – Students are expected to comply with program dress standards for the following reasons:
  - a. There are safety, distraction and appearance issues associated with clothing, hair and jewelry. Hair must be no longer than collar length, a natural color, and not stand out from the head. Any hairstyle that presents a safety or appearance issue is unacceptable. Jewelry, including piercing jewelry, may not be worn in the classroom or shop. Clothing should be laundered regularly.(Service provided)
  - b. Students participate in job shadowing experiences in which they are evaluated for potential employment. They should dress and groom to create a favorable impression.
  - c. Our automotive program is rated one of the best in the nation. We want our student’s appearance to reflect that benchmark.
  - d. Because of the reputation of CVCC, visitors from around the world tour our facilities and we want to provide a favorable impression.

Past experience indicates that students with a wide range of capabilities can be successful in this program if they have a good attitude, aptitude, attend every day and are willing to give 100% effort to learn automotive systems and service. Behavior problems detract from the ability of the instructors to teach all students in the program. We have found that most students who are discipline problems are not interested in becoming part of the automotive industry and will be referred to a program for which they have an interest.

# THE DO'S OF THE TECHNICIAN

1. Wear safety glasses.
2. Wear proper work uniform.
3. Wear proper work shoes.
4. Use tools and equipment safely.
5. Use the proper tool for the proper job.
6. Learn use of fire extinguisher and their locations.
7. Learn location of emergency shut-down buttons.
8. Know the safe tornado shelter.
9. Know exit procedures for fire drills.
10. Keep a clean, safe, well organized shop.
11. Pick-up oil spills immediately.

# THE DON'TS OF THE TECHNICIAN

1. Operate equipment you have not been instructed on.
2. Drain gasoline into open pans.
3. Raise lifts without instructor or safety foreman's approval. (USE LOCKS)
4. Wash parts in gasoline.
5. Wear jewelry around hazardous jobs.
6. Run vehicles without exhaust hoses.
7. Lift heavy objects alone. (GET HELP)
8. Use tools improperly.
9. Use torches in the presence of gasoline or other volatile liquids.
10. Horseplay.

# **RELATED CLASSROOM RULES AND REGULATIONS**

1. Bring textbook to class **EVERYDAY**.
2. Bring workbook and study guide to class **EVERYDAY**.
3. Bring notebook to class **EVERYDAY**.
4. Bring a pencil or pen to class **EVERYDAY**.
5. Be in your assigned seat **EVERYDAY**.

## **NOTE:**

Failure to bring these items to class daily will result in a zero for any tests, quizzes, or assignments given that day.

Excused absence – Students have three (3) days to make-up any missing work. After that period of time, a zero (0) will be entered in the grade book.

Final exams **CANNOT** be made up unless a doctor's excuse and a parent's excuse are produced the day the student returns.

# **DAILY END-OF-CLASS/LAB ROUTINES**

## **CLASSROOM:**

1. Clean all black/white boards, the next day assignments may appear.
2. Clean all desk/work surfaces of materials, paper, etc.
3. Place all text and reference books in appropriate storage areas.
4. Pick-up paper off floors.
5. Push chairs under tables, desks, and work areas.

## **LABORATORIES (in addition to the above):**

1. Return tools, instruments to appropriate storage area.
2. Sweep floors.
3. Wipe/brush work surfaces.
4. Appropriately store test and other hand equipment.
5. Rearrange storage areas as necessary.
6. Dispose trash/discards as necessary.

**ALL STUDENTS ARE TO BE INVOLVED IN ALL  
DAILY CLEAN-UP ACTIVITIES**



# WEEKLY TIME CARDS

## 20 POINTS INITIAL WEEKLY TOTAL

The FOLLOWING ITEMS WILL DEDUCT POINTS FROM YOUR TOTAL:

1. Absent (daily)	-8
2. Tardy (daily)	-4
3. Unsafe work habits	-8
4. Horseplay	-8
5. Failure to follow orders of shop manager or foreman	-6
6. Not bringing materials to class	-4
7. Standing around idle (each offence)	-4
8. Not using own toolbox	-4
9. Poor clean-up	-4
10. Tools left in aisle or floor	-2
11. Creeper or jack left in aisle	-2
12. Safety glasses off (each offence)	-2
13. Not using fender or protective covers	-2
14. Dirty work area	-2
15. Profanity (each offence)	-2
16. Improper wearing of uniform (each offence)	-2
17. Sleeping in classroom or lab (each offence)	-2

Outstanding work in shop may enable you to earn extra points. IT IS possible to earn more than twenty (20) points.

### IMPORTANT REMINDER

1. NO HARD SOLED WORK SHOES ----- NO WORK IN SHOP
2. NO TOOLS ----- NO WORK IN SHOP
3. NO SAFETY GLASSES ----- NO WORK IN SHOP
4. NO UNIFORM ----- NO WORK IN SHOP

# **STUDENT FEES**

All fees are PAID AT THE BOARD OFFICE and the instructor receives a copy of the paid receipt.

All fees must be paid before the end of the school year unless other arrangements have been made with the board treasure. Grades will be held up for any student not in compliance.

SENIOR STUDENTS MUST have all obligations paid in full before being allowed to participate in the Early Placement program.

## **SkillsUSA**

All students are encouraged to participate in SkillsUSA. Officers will be elected and regular meetings will be held. The club will take part in any or all SkillsUSA contests in which a member of the club has qualified for competition.

## **HALL PASS LOG**

Any student leaving the classroom for any reason MUST sign out with the instructor on the HALL PASS LOG. Time out and time in must appear opposite the students' name.

No more than two (2) students may leave the classroom at any time, unless approved by the instructor.

Any student signing out on the HALL PASS LOG, MUST, also notify the instructor before departing from the classroom.

Students not present or properly signed out at the time of attendance checks, will be marked absent.

## **PARKING LOT PASS**

Any student leaving the building and reporting to the parking lot on shop business MUST have a current PARKING LOT PASS signed by the instructor.

**STUDENTS WHO CHOOSE TO BY-PASS THIS STEP ARE SUBJECT TO DETENTIONS, SUSPENSION, OR OTHER ACTIONS DEEMED NECESSARY BY THE ADMINISTRATION.**

# INSTRUCTIONAL AIDS

Instructional aids are an asset to the teacher and students. They help clarify questions about description, construction, operation, assembly or disassembly and diagnosis in the Mechanical fields. Instructional aids are used wherever and whenever it is practical or pertinent in value.

Examples of these are:

A. In shop;

1. Mock-ups
2. Dead engines and parts
3. Donated cars, trucks, and tractors
4. Actual customer service

B. In related;

1. Power point
2. Wall charts
3. Chalkboards
4. Textbooks and workbooks
5. Manufacturers' pamphlets and manuals
6. Mock-ups and parts
7. Overheads

# GRADING SYSTEM

Grades are recorded in the instructors' grade book. Each task the student performs holds a point value which is listed in the grade book opposite the students' actual score.

Safety and good working habits are a necessity in a repair shop, and the students are graded on these points as well as their manipulative skills.

The school administration has adopted a scale and a system for grading, followed by each instructor to insure consistency.

The following percentages are to be used in determining grades. Instructors may vary from this method with approval from their Director or Supervisor. Grades are posted in letter form using this scale.

Excellent	A	90-100%
Above Average	B	80-89%
Average	C	70-79%
Below Average	D	60-69%
Failing	F	0-59%

Any student receiving successive F's for the first two marking periods as performance, shall return to associate school.

**\*\* SEE NEW GRADING POLICIES FOR 2009/2010 SCHOOL YEAR\*\***

# ENTRANCE AND EXIT PROCEDURES

## Entry:

1. Doors to remain locked until instructor arrives
2. Instructor must be present when students enter lab: Greet students at door
3. Orderly entry with acceptable noise level and behavior patterns
4. Students to locker area to get books and assignments and put other books and coats away
5. Students to report to assigned area or assigned seats in related classroom before tardy bell
6. Instructor checks attendance, reviews class assignments, and goes over daily activities
7. Following related class, students are to return to lockers to change into work uniforms (students are given 5 minutes to change)
8. Students report to lab area to their assigned areas and prepare for work assignments

## Exit:

1. Lab foreman signals shut down of lab session 20 minutes before the end of the day for clean-up
2. **All** students will return their tools to the designated area, individual toolboxes and materials to supply rooms.
3. Students will properly store unfinished assignments
4. Students clean-up designated areas
5. Foreman checks areas, when complete and O/Ked by foreman, students return to locker areas
6. Instructor makes final check of shop
7. Students change clothes and return to assigned area or assigned seats in related classroom
8. Students remain in assigned area or assigned seats in related classroom until 2 minutes before the bell rings
9. 2 minutes before the bell rings students may move to stairway and wait for bell
10. Instructor is the first to leave the classroom

# REQUIRED SUPPLIES

- (1) Hardbound, 3 –ring binder (1<sup>st</sup> one part of fees).
- Notebook paper (standard 8” x 10 ½” ) White.
  - **Spiral Notebook Paper Is Unacceptable for Assignments, but may be used for note taking.**
- Pencils, pens (blue or black)
  - **Always have 2 writing utensils with you.**
  - **Pencils, Blue or Black pen ONLY for assignments. Anything else will result in a zero for the assignment.**
- Dividers for the 3-ring notebook (pack of 5).

# **SAFETY**

## **PARENT AND STUDENT AGREEMENT STATEMENT**

### **Assignment Sheet #1 – Safety Pledge Form**

Read the student safety pledge form and complete by filling in the blanks. Return form to instructor no later than \_\_\_\_\_.

### **STUDENT SAFETY PLEDGE FORM**

\_\_\_\_\_, who is enrolled in \_\_\_\_\_, will, as part of shop experience, operate machines, providing that his/her parent gives written permission.

It is understood that each student will be given proper instruction, both in the use of the equipment and in correct safety procedures concerning it, before being allowed to operate it alone. The student must assume responsibility for safe practices, and we therefore ask that the student subscribe to the following safety pledge.

- 1. I PROMISE TO FOLLOW ALL SAFETY RULES FOR THE SHOP.**
- 2. I PROMISE NEVER TO USE A MACHINE WITHOUT FIRST HAVING PERMISSION FROM THE INSTRUCTOR.**
- 3. I WILL NOT ASK PERMISSION TO USE A PARTICULAR MACHINE UNLESS I HAVE BEEN INSTRUCTED IN ITS USE AND HAVE MADE 100% ON THE SAFETY TEST FOR THAT MACHINE.**
- 4. I WILL REPORT ANY ACCIDENT OR INJURY TO THE TEACHER IMMEDIATELY.**

**DATE \_\_\_\_\_ STUDENT'S SIGNATURE \_\_\_\_\_**

I hereby give my consent to allow my son or daughter to operate all machines and equipment necessary in carrying out requirements of the course in which he/she is enrolled.

**DATE \_\_\_\_\_ PARENT'S SIGNATURE \_\_\_\_\_**

Parents are cordially invited to visit our programs to inspect the machines and to see them in operation.

# GENERAL SAFETY RULES

The following are general safety rules. On operations where special instructions are required, you will receive safety rules applying to that particular job.

Your safety and the safety of your classmates are vitally important. Since most accidents are the results of unsafe practices, you must study the safety rules to make sure that your work habits are safe.

1. **Complete Instruction:** Before attempting to operate any machine or equipment, know the way to do the job. If in doubt, ask the instructor.
2. **Eye Protection:** All persons must wear safety goggles with side shields while in the shop area, regardless of the job he/she is doing. Visitors must wear eye protection in the shop area.
3. **Safe Clothing:** Always wear clothing suitable for working.
4. **Gloves:** It is extremely dangerous to wear gloves while working on or around moving machinery.
5. **Safety Shoes:** Foot injuries account for a large percentage of lost time accidents. Substantial leather shoes preferably safety shoes with tops five inches or more. The wearing of such footwear as open toe shoes or moccasins is prohibited.
6. **Attracting Attention:** When it is necessary to contact an individual who is occupied at his/her work, permit him/her to finish the operation before attracting his/her attention
7. **Safe Tools:** A good machinist uses tools properly and keeps them in good repair. We provide good tools. It is your responsibility to inform your instructor promptly of tools that become “mushroomed” or otherwise unsafe for use.
8. **Air Hose:** Always use an air hose with caution. It should be used only after proper instruction on how to use it.
9. **Electrical Repairs:** Electrical repairs must be made only by the authorization of your instructor.
10. **Boisterous Conduct:** Shouting, creating unnecessary loud noises, throwing things and similar boisterous actions are prohibited.
11. **Horseplay:** Horseplay and practical jokes are prohibited.
12. **Running:** Running is unsafe and prohibited.



13. **Stairs:** Be careful in using stairs. Use handrails. Under any circumstances, running is prohibited.
14. **Drinking Water:** Drinking water is provided in sanitary drinking fountains. Please cooperate in keeping them clean and sanitary.
15. **Fire Equipment:** Learn the locations of fire extinguishers. Learn to operate the extinguishers and what type of fire they should be used on.
16. **Good Housekeeping:** Keep your work area clean and orderly. This is part of your contribution to you on safety.
17. **Lifting:** Form the habit of lifting correctly. Stoop by bending the knees while keeping the back erect. Raise the weight gradually by straightening the legs. Request assistance when the load is too heavy.
18. **Rest Room:** The rest room is for your convenience. It is your responsibility to keep it clean. Since facilities are provided in your lab, there should be no reason to use other rest rooms.
19. **Tool Crib:** Person assigned as tool crib attendant will remain in that area and be responsible for accounting for all tools. Person will **not** leave the area without instructor approval.
20. **Office Manager:** Will be responsible for **all** activities and materials in the office with instructor approval.
21. **Work Area:** Students will remain in assigned work areas unless otherwise told by the instructor.
22. **Clean-Up:** Students will be responsible for knowing and completing their assigned clean-up duties.

**I HAVE READ AND FULLY UNDERSTAND ALL OF THE ABOVE SAFETY RULES.**

**STUDENT NAME (PRINT):** \_\_\_\_\_

**STUDENT SIGNATURE:** \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_

**PROGRAM:** \_\_\_\_\_ **CIRCLE ONE: AM PM**

**DATE:** \_\_\_\_\_

**Auto Service Technology**  
**Student Info**

**Program:** \_\_\_\_\_

**Grade**\_\_\_\_\_

**Associate School:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
(Last) (First) (Middle)

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_  
(City) (State) (Zip Code)

**Date of Birth:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_  
(Student)

**Parent/Guardian:** \_\_\_\_\_  
(Name) (Relationship)

**Father's Name:** \_\_\_\_\_

**Father's Address:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_

**Mother's Name:** \_\_\_\_\_

**Mother's Address:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_

**\*\*CONTACT IN CASE OF DAYTIME EMERGENCY:**

**NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_