

Automotive Maintenance and Light Repair Course Policy and Procedure

The Oak Ridge Schools seeks to provide its students with valuable skills relative to automotive repair by offering its dual-enrollment course “Automotive Maintenance and Light Repair.” Through this course, with the instruction and supervision of a certified automotive technician employed by the Tennessee College of Applied Technology (hereinafter “Instructor”), students will learn to perform certain maintenance and light repair on automotive vehicles. Through the internal policies and procedures set forth herein, the Oak Ridge Schools seeks to provide guidance on appropriate practices and guidelines to be followed in the classroom.

1. Vehicles
 - a. Work is to be performed on the following vehicles ONLY:
 - i. Vehicles provided by Secret City Chrysler Jeep RAM – Oak Ridge, Tennessee; and
 - ii. Vehicles owned by persons aged eighteen (18) years of age and older with the execution of a valid Waiver, Release of Liability, Hold Harmless and Service Agreement by the vehicle owner(s);
2. Execution of Waiver, Release of Liability, Hold Harmless, and Service Agreement
 - a. Review the vehicle’s registration to determine ownership;
 - i. If multiple people own the vehicle, the Waiver, Release of Liability, Hold Harmless, and Service Agreement must be executed by EVERY owner;
 - b. The vehicle owner must be eighteen (18) years of age or older at the time of service;
 - c. Review “Work Requested” and ensure work is appropriate for performance by student workers:
 - i. If Work is not appropriate, you MUST decline the work request on vehicle;
 - ii. If Work is appropriate, accept vehicle ONLY upon owner(s)’ signature to Waiver, Release of Liability, Hold Harmless, and Service Agreement.
3. Scope of Work Permitted
 - a. The work may be performed on vehicles as deemed necessary for maintenance and light repair instruction provided under Section (1)(a)(ii) above.
4. Any and all work performed on any vehicles provided under Section (1)(a)(ii) above will be reviewed, tested, inspected, and certified by the Instructor before the vehicle is returned to the owner.
5. The vehicles owner will ONLY be invoiced for any expenses to reimburse the Oak Ridge Schools related to the work performed on the owner’s vehicle.
6. Upon pickup, the owner must acknowledge that he/she is picking up the vehicle by signing the same Waiver, Release of Liability, Hold Harmless, and Service Agreement in the space provided.