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| Procedure Title | Garage Liability – Student Work | | |
| Date of Issue | March 29, 2000 | Related Policy | BP 3801-D |
| Revision Dates | May 3, 2017 | Related Forms | AF 2950 |
| Review Date | | Originator | Administrative Council |
| References | | | |
| Bluewater District School Board Classification and Retention Schedule; AF 2950 “Garage Liability: Disclaimer and Transportation Work Order” | | | |

1.0 RATIONALE

- 1.1 To document authorization by vehicle owners for students to perform work on their vehicles.
- 1.2 To ensure positive communication links exist between the teacher/instructor, school, board office, and vehicle owner.

2.0 PROCEDURE

2.1 Process

- i. The vehicle owner and the instructor discuss the work to be performed by the students.
- ii. The vehicle owner will fill out the Part 1 (Disclaimer) of AF 2950 “Garage Liability: Disclaimer and Transportation Work Order”, listing the work requested to be completed by the students.
- iii. The students will complete the work to the vehicle requested by the vehicle owner.
- iv. The final work product will be inspected by the licensed instructor.
- v. The owner of the vehicle is informed that the work on the vehicle is complete and arrangements are made for the pick-up of the vehicle.
- vi. The instructor of the shop and the owner of the vehicle will review Part 2 of AF 2950, arrange payment, etc.
- vii. The owner of the vehicle will sign Part 2 of AF 2950 “Garage Liability: Disclaimer and Transportation Work Order”, and the vehicle is returned to the owner.
- viii. All original documentation will remain with the school for the required retention period of current year plus six years (as per the Bluewater District School Board Classification and Retention Schedule, Section F24 – School and Student Funds).

2.2 Teacher’s Responsibilities

- i. To ensure all work meets or exceeds Ministry of Transportation standards;
- ii. The instructor has the right to refuse the release of any vehicle deemed unsafe; and
- iii. All work performed by the students is in the best interest of the student, (vehicle owner’s needs are secondary to the needs of the students).