

**Akron Public Schools**  
**OFFICE OF CAREER EDUCATION**  
**BULLETIN 16 : Automotive AYES, Automotive Technology & Auto Body**

These guidelines are standard for ALL Akron Public Schools automotive programs.

1. **Students must have received instruction and shown competency in any repair area prior to working on customer vehicles.**
2. Instructors are to conduct programs in an organized manner, much like a business environment. This will result in a sound educational atmosphere in which to prepare students to pursue higher education or gainful employment. Emphasis is to be placed on correlating school training programs to that of the industry, stressing customer-employee-employer relations, good attitudes, work habits and quality and pride of workmanship.
3. The primary source of vehicles for repair and servicing should be demo vehicles, and to a lesser degree, can be from building staff. Only vehicles which develop the curriculum (i.e., educational in nature and included in the graded courses of study) may be accepted for repair
4. Charges for services shall be the **same for all customers**: list price for parts plus 10% in auto technology/auto body classes **OR a dollar amount which is BASED ON THE CURRENT** Flat Rate Manual in the automotive technology classes. A minimum 'service charge' of \$5 shall be charged for work not requiring parts. Moneys generated are primarily used for payment of **customer materials, consumable shop supplies, tool usage, theft of personal property, loss or breakage**. Acceptable accounting procedures must be implemented (Bulletin #5).
5. All customer vehicles must be accepted considering the following terms:
  - a. Each job requires a work order signed by the customer **before** work commences; **use only the 1998 revised work order**.
  - b. Copies of completed work orders must be kept on file for five years.
  - c. Written estimates are required for each job; a 50% down payment is required before work may begin. The customer must approve additional costs beyond the original estimate **before** the work is performed.
  - d. Repairs must be paid in full, **by cash or check**, before the vehicle is released to the customer. Checks are to be made out payable to the appropriate school.
  - e. Customers must be given a reasonable estimate of time required for repairs and services.
  - g. Every vehicle must receive a safety check with written results given to the owner.
6. Arrangements for delivery of parts should be made with suppliers. A limited supply of interchangeable parts may be stocked for the convenience of the program.
7. As part of the educational process, the instructor must check each vehicle for proper repair procedure at regular intervals (students may work on demo vehicles to gain competency).
8. Work on student vehicle(s) is limited to those enrolled in the program. **A parent signature is required on work orders for students under the age of 18 before extensive work (work exceeding \$100) may begin on the student's vehicle.** All items in #3 above must be followed, in addition to:
  - a. Minor repairs are not to exceed one (1) day a week.
  - b. Conservatively schedule major repairs **not to exceed one student vehicle per class at any time**.
  - c. Payment in full must be made before the student's vehicle is released from the lab.
  - d. Student work is to be of an educational nature and **aligned with the curriculum**.
9. The instructor must road test vehicles. **UNDER NO CIRCUMSTANCES** may a student road test a vehicle **ON OR OFF** of school property. At no time are students to be left unsupervised.

**BULLETIN 16 : Automotive AYES, Automotive Technology & Auto Body (continued)**

10. Students are expected to be appropriately dressed for lab experiences correlating to the mode of dress for the industry. Uniforms shall be laundered at least once each week.
11. Students must have assignments at all times. At no time should students lounge in the lab or sit in or on vehicles. No vehicle radio shall be played unless it is being tested or repaired.
12. Protective covering shall be used on fenders, seats, etc. as work is being performed. Customer vehicles shall be cleaned, inside and out, of any grease, dirt or other foreign matter acquired in the automotive shop.
13. Students are expected to take pride in work performed and to develop proper attitudes required for successful employment.
14. Students should be instructed that good customer relations are an important part of the automotive service industry. This should include lessons in telephone etiquette/manners.
15. Customer appeal process for dissatisfied workmanship shall follow this procedure:
  - a. Instructor
  - b. Principal
  - c. Career Coordinator
  - d. Career Education Director
  - e. Board Attorney
16. **Akron Public Schools lab facilities, supplies and materials (i.e., oil, filters, etc.)** may not be used for personal storage or benefit. It is strictly to be used as an educational facility with inventory to address APS customer needs.
17. All vehicles, including demo's located in the laboratory, **must have a current work order displayed on the car**, in a visible location, indicating the nature of the work to be performed.
18. No air conditioning training may take place in auto labs where the instructor does not hold current ASE certification (line A7 Heating & Air Conditioning) and proper licensing (MACS: Mobile Air Conditioning Service Worldwide; ASE Recertification License. In addition, current licensing and certification must be in place in order to maintain NATEF certification.
19. **IMPORTANT: Please review the next few pages to become familiar with the procedures which are to be followed for the Removal of Vehicles from Auto programs.**
20. **IMPORTANT REGARDING GAS TANKS:** Absolutely NO removal, repair, replacement or any kind of service is to take place. The Akron Fire Marshall has issued the rule that because of fumes from gas tanks, this work is not to be a part of the curriculum of our automotive programs.
21. To remove a vehicle from a Career Education automotive program (AYES at East, Auto Technology at Buchtel, Ellet and Auto Collision at Garfield), follow the outlined procedures:
  - A. **TO TRANSFER A VEHICLE TO ANOTHER CLASSROOM LOCATION:**
    1. A Request to Remove a Vehicle (RRV) form, found on the Pg. 4 of this section of this bulletin, is to be completed by the instructor and sent to Phyllis Bernel, Office of Career Education.
    2. Miller Towing will be called for you by Phyllis.
    3. The towing company representative is to sign the RRV and is to provide the instructor with a receipt for towing (indicating the amount charged for towing).
    4. The signed RRV and the towing receipt are to be forwarded to Phyllis Bernel.
    5. Once the vehicle has been transferred, paperwork/records will be updated and sent to the receiving site.

**B. VEHICLES FOR APS AUCTION**

1. Donors of vehicles must be made aware that the vehicle could possibly be auctioned (see page 5 of this bulletin).
2. Work and repairs performed on the vehicles must be in alignment with the automotive technology curricula and serve as enhancement for students.
3. The maximum cost for automotive parts for vehicle repair should NOT exceed \$400.
4. Opening bids on vehicles must not be lower than the amount of the cost for repairs.
5. Revenues from vehicle sales will be forwarded to the student activity accounts for the respective schools and will be governed by the program activity policies and procedures.
6. Vehicles are sold 'as-is.' The buyer(s) will sign a document of understanding.
7. Vehicles offered for auction must be identified by April 15 and are to be at the auction site prior to the last day of school.
8. To promote the auction, instructors will encourage students to attend the auction in order to answer questions regarding the vehicle and/or repairs.
9. In the event there are no buyers for the vehicle, at or above minimum bid, it will be donated by the Akron Public Schools to a charitable organization.

**C. TO SCRAP A VEHICLE (NON-MANUFACTURER'S DONATION):**

1. A RRV is to be completed by the instructor and sent to Phyllis Bernel.
2. The RRV and the vehicle title will be returned to the instructor at the leaving location.
3. Miller Towing will be called, by Phyllis, and within three working days, the vehicle will be towed for scrapping.
4. The towing company representative is to sign the RRV and is to provide the instructor with a receipt for towing (including the amount charged).
5. The signed RRV and towing receipt are then forwarded to Phyllis Bernel.

**D. TO SCRAP A VEHICLE (MANUFACTURER'S DONATION):**

1. A RRV is to be completed by the instructor and sent to Phyllis.
2. The RRV and the vehicle paperwork will be returned to the leaving location; and
3. Miller Towing will be called by Phyllis; within three working days the vehicle will be towed prior to crushing.
4. The towing company representative is to sign the RRV and provide the instructor with a receipt for towing (indicating the amount charged) **AND THE FOLLOWING IS TO OCCUR** for all manufacturer's donations, EXCEPT GM\*:
  - a. **IF THE VEHICLE IS EIGHT YEARS OLD OR OVER**, the procedures will follow as above for the RRV.
  - b. **IF THE VEHICLE IS NEWER THAN THIS**, the instructor is to remove the VIN plate; and
  - c. **THE VEHICLE MUST BE VIDEO TAPED DURING THE CRUSHING PROCESS.**
5. Both the video of the crushing process and the VIN plate are to be returned to Career Education, attn: Phyllis Bernel.
6. The towing company representative is to sign the RRV and is to provide the instructor with a receipt for towing (indicating the amount charged).
7. The signed RRV and the towing receipt are to be forwarded to Phyllis Bernel, Career Education.

**E. GM (GENERAL MOTORS) MANUFACTURER'S DONATIONS**

1. When a GM Manufacturer's donated vehicle is no longer useful and is ready for disposal or return to GM:
  - a. Complete the Donation Vehicle Return (DVR); and
  - b. Forward completed documentation to the General Motors/World Wide Purchasing donation representative (email [Cynthia.potestivo@gm.com](mailto:Cynthia.potestivo@gm.com))
2. The vehicle will be removed from the GM Donation Inventory.
3. The GM Donation Representative will forward the DVR/vehicle information to the GM Vehicle Recovery group.
  - a. Include Scrap title/Certificate of Vehicle or any titling documentation.
4. GM Vehicle Recovery will process the vehicle for either recovery or crush/destroy.
  - a. Vehicle will be removed from specified location by authorized GM Vehicle Recovery Agent or Crushing Agent.

If you have any questions, please call the Career Education Office at 330-761-3131:

**Donated Vehicle Understanding**

<b>Vehicle Donor</b>	_____		
	<b>PRINT OR TYPE NAME</b>		
<b>Vehicle Donor's Address</b>	_____		
	<b>STREET</b>	<b>CITY</b>	<b>ZIP</b>
<b>Vehicle Donor's Home Phone</b>	(        ) _____	<b>Other Phone</b>	(        ) _____
<b>Vehicle Manufacturer (Make):</b>	_____		
	<b>(Chevrolet, Ford, Chrysler, Toyota, etc.).</b>		
<b>Vehicle Model</b>	_____		
<b>Vehicle VIN#</b>	_____		

I understand that it is the desire of the Akron Public Schools, Office of Career Education, Automotive Technology program, to recondition for possible resale the above-mentioned vehicle.

I understand that the proceeds from the sale of this vehicle will be used to cover the expenses of repair (parts and materials), the cost of outside services, if any (vehicle alignment, E-checks, etc.).

It is further understood that remaining proceeds from the sale of this vehicle, after required expenses, will be used to defray program operating expenses which include, but are not limited to, student automotive lab fees, uniform expenses and to replenish the student activity account to appropriate funds for next year's automotive self-help program.

I, \_\_\_\_\_, understand and support the desire of the Akron Public Schools  
**NAME OF DONOR**  
Office of Career Education, to recondition and resell the vehicle and do hereby give my approval.

\_\_\_\_\_  
**SIGNATURE OF DONOR**

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

\_\_\_\_\_  
**AKRON PUBLIC SCHOOLS REPRESENTATIVE**

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

**REQUEST TO REMOVE VEHICLE**

(Keep this form and related paperwork in the attached folder)

**Record of Vehicle**

MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ VIN# \_\_\_\_\_ YR. \_\_\_\_\_  
 SCHOOL \_\_\_\_\_ PROGRAM \_\_\_\_\_ Automotive Technology

TYPE OF DONATION (check one):  Private  Dealer  Non-GM Manufacturer's Donation  GM Manufacturer's Donation

- 4To **TRANSFER** (including for auction) a vehicle, complete Part A (below) of the Request to Remove Vehicle (RRV) form, and:
- a. Send RRV to Phyllis Bernel, Career Education, Room 210, Ott Staff Development Center.
  - b. Miller Towing will be called and the vehicle will be transferred within three days.
  - c. The instructor is to send the towing receipt to Phyllis Bernel, Career Education.

- 4To **SCRAP** a vehicle, Complete Part A of the RRV, and
- a. The title will be returned to you, along with the form.
  - b. Miller Towing will be called, and the vehicle will be removed within three days.
  - c. Present the title to the vehicle AND THIS FORM to Miller Towing representative.
  - d. Have towing company representative complete Part B, and
  - e. Return **SIGNED/COMPLETED** RRV and the **TOWING RECEIPT** to Phyllis Bernel.

- 4To **SCRAP A MANUFACTURER'S DONATED VEHICLE (except GM)**, complete part A of the RRV, and:
- a. The RRV and the vehicle paperwork will be returned to the leaving location
  - b. Miller Towing will be called by Phyllis; within three working days the vehicle will be towed and held till crushed
  - c. The towing company representative is to sign the RRV and provide the instructor with a receipt for towing (indicating the amount charged) **AND THE FOLLOWING IS TO OCCUR** for all manufacturer's donations, EXCEPT GM\*:
    - If the vehicle is eight years old or above, the procedures will follow as above for the RRV.
    - If the vehicle is newer than this, the instructor is to remove the VIN plate; and
    - **THE VEHICLE MUST BE VIDEO TAPED, BY THE INSTRUCTOR, DURING THE CRUSHING PROCESS.**
    - Both the video and the VIN plate are to be returned to Phyllis Bernel.
  - d. Return **SIGNED/COMPLETED** RRV and the **TOWING RECEIPT** to Phyllis Bernel.

**GM (GENERAL MOTORS) MANUFACTURER'S DONATIONS**

- 1. When a GM Manufacturer's donated vehicle is no longer useful and is ready for disposal or return to GM:
  - a. Complete the Donation Vehicle Return (DVR); and
  - b. Forward completed documentation to the General Motors/World Wide Purchasing donation representative (email [Cynthia.potestivo@gm.com](mailto:Cynthia.potestivo@gm.com))
- 2. The vehicle will be removed from the GM Donation Inventory.
- 3. The GM Donation Representative will forward the DVR/vehicle information to the GM Vehicle Recovery group.
  - a. Include Scrap title/Certificate of Vehicle or any titling documentation.
- 4. GM Vehicle Recovery will process the vehicle for either recovery or crush/destroy.
  - a. Vehicle will be removed from specified location by authorized GM Vehicle Recovery Agent or Crushing Agent.

**Part A (To be completed by Instructor)**

I, \_\_\_\_\_ wish to have this vehicle (check one):

Transferred to \_\_\_\_\_ (School) \_\_\_\_\_ (Program)

Transferred to Warehouse for auction

Scrapped (select one, IF applicable):

Private  Dealer  Non-GM Mfr. donation to be VIDEOED during crushing process.  GM Manufacturer's donation;

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Part B (To be completed by towing company representative)**

Name of Towing Company \_\_\_\_\_

Non-GM Manufacturer's Donation; vehicle will be held for crushing until video taping can occur.

Signature of Towing Representative: \_\_\_\_\_ Date of Removal: \_\_\_\_\_

