



**ADMINISTRATIVE
REGULATION AND
PROCEDURE**

Title: PARKING FOR AUTO SHOP REPAIRS

Code: EE0153

Policy Reference: N/A

1. Parking areas will be designated for automobiles awaiting repairs in our auto repair shops.
2. Each auto repair shop shall issue an auto repair shop permit.
3. The permit shall state the date and shop where the repairs are to be made and signed by the faculty in charge.
4. The permit must be displayed on the inside of the windshield on the left (driver's) side of the automobile. Permits may not be moved, or transferred, or altered.
5. The vehicle shall be parked in the area designated by the instructor receiving the vehicle.
6. There is no parking fee for cars awaiting repairs or services in the auto shop. However, customers are responsible for any fines or tickets resulting from incorrectly parked or abandoned cars.
7. Overnight parking is prohibited, unless authorized.
8. Vehicles not displaying an auto shop valid parking permit will be ticketed.
9. The customer must be the legal owner of the vehicle and have a valid license and registration as well as have the vehicle insured by the owner.
10. The customer will not hold the students, instructors, or the school district responsible in any way for any damages, theft, vandalism, time lost, breakage, accidents, inconveniences, etc., that may occur before, during, after, or as a result of any work.



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11. The customer agrees to allow MATC and Law Enforcement Officials to make a physical search of my vehicle upon leaving the shop area. This is for the purpose of recovering lost, stolen or misplaced MATC property or that property under MATC's care.

12. MATC reserves the right to accept and schedule only those jobs that will further the instructional objective of the program. Under that regulation, only standard type passenger cars will be considered for servicing. In order to provide an up-to-date training experience, automobiles more than ten (10) model years old are not desired for servicing but may be accepted at the discretion of the instructor.

13. Work is done through an application process and submitted to lead faculty for each program that takes in live car repair work. All conditions of the form must be met and signed by the owner of the vehicle prior to consideration for work to be done. Form reference:
<https://docs.google.com/document/d/1qIMxomJsnisRoxOurqwudVqEHAuo9t3F/edit>

Office of Responsibility: Dean, Manufacturing, Construction & Transportation Pathway
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