

PROCEDURE:

5.1.11p2. Automotive Technology Live Work Projects

Revised: February 17, 2010; February 16, 2011; February 15, 2012; February 20, 2013; November 20, 2013; February 18, 2015; February 21, 2018; November 28, 2018; February 19, 2020

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Adopted: January 2009

I. PURPOSE

Certain occupational areas require specific skills or competency mastery that can best be obtained or demonstrated in a laboratory environment with real items or projects. A laboratory environment introduces the "customer dimension" into personal service occupations such as cosmetology and provides real-world working conditions to such industrial and technical occupations as auto mechanics, auto body repair, welding, building construction and others. Instructional Live Work Projects, when carefully managed and controlled, provide a needed dimension to laboratory learning for certain occupations as a planned and integrated component of the curriculum.

II. RELATED AUTHORITY

Ogeechee Technical College Procedure 5.1.11p1. Business Office Procedures for Live Work Projects

III. APPLICABILITY

This procedure applies to the Ogeechee Technical College Automotive Technology program.

IV. DEFINITIONS

None.

V. ATTACHMENTS

Automotive Technology Live Work Client Request Form
Automotive Technology Live Work Project Repair Order Form

VI. PROCEDURE

1. Forms

The instructor will use the following forms to manage the Live Work Project:

- a. Form A: Automotive Technology Live Work Client Request Form
- b. Form B: Automotive Technology Live Work Project Repair Order Form

2. Responsibility

- a. The Automotive Technology instructors are responsible for the operation of the Live Work Projects.
- b. Students shall always participate in Live Work Projects, and the work may

- not be performed solely by the instructors.
 - c. The Automotive Technology instructors will maintain a list of requested Live Work Projects and will schedule appointments. The work performed will be in support of curriculum being taught during that academic term.
 - d. Live Work Projects shall not be of a production nature and Ogeechee Technical College shall avoid direct competition with local private enterprise.
 - e. The instructors, students, or facilities may not be used for personal gain.
 - f. All Live Work Projects shall comply with the Governor's Executive Order on Ethics.
3. Permissible Projects
- a. The Automotive Technology Program will perform live work for faculty, staff, non-profit organizations, and currently-enrolled Ogeechee Technical College Automotive Technology students.
 - b. Live Work Projects are scheduled to facilitate the education and development of Automotive Technology students.
 - c. The Automotive Technology instructors will decide on the number of clients that can be scheduled and serviced during the academic term.
4. Work Performed
- a. No work is to be performed without the approval and supervision of the Automotive Technology instructors.
 - b. No work is to be performed until the instructor completes the following steps:
 - i. The client must complete an Automotive Technology Live Work Client Request Form.
 - ii. This form must be approved by the instructor, Dean for Academic Affairs, and the Executive Vice President for Academic and Student Affairs.
 - c. All work will be scheduled on a first come basis.
 - d. Live Work Projects will be scheduled during the College's normal hours of operation.
 - e. The Automotive Technology instructors shall be assigned to Live Work Projects within the scope of their employment and shall not receive extra compensation except as may be warranted by normal overload policies.
 - f. The client will be notified when the Automotive Technology instructors and students can diagnose the problem and estimate the Live Work Project.
 - g. The student/s will generate a list of parts and supplies needed to complete the Live Work Project and give the list to the client.
 - h. The College is not responsible for the purchasing of any supplies or equipment.
 - i. The client will purchase the parts, supplies, and equipment.
 - j. An instructor will schedule an appointment for the client.
 - k. If the client does not supply the parts within one week, the Live Work Project will be cancelled and the client must remove the vehicle from the Automotive Technology area.

- l. Instructors and students are not allowed tips when assigned to Live Work Projects.
 - m. The instructor will be present the entire time the students are at the Live Work Project site.
 - n. The Live Work Project will be inspected and approved by the Automotive Technology instructors.
5. Financial Administration
- a. Ogeechee Technical College should be fully reimbursed for all direct costs associated with Live Work Projects.
 - b. The Automotive Technology Live Work Client Request form is approved by the instructor, Dean for Academic Affairs, and the Executive Vice President for Academic and Student Affairs. Once the form has been approved by the Executive Vice President, a copy is scanned and sent to the Business Office Cashier.
 - c. Upon completion of the Live Work Project, an instructor will email the completed Automotive Technology Live Work Project Repair Order Form to the client and the Business Office Cashier.
 - d. The Business Office Cashier maintains all Automotive Technology Live Work Project Repair Order forms in an email folder which classifies them as paid or unpaid.
 - e. The client must pay the fee in the Business Office. The Business Office Cashier issues a manual receipt to the client. The Business Office Cashier matches the receipt, Repair Order Forms, and Client Request Form.
 - f. The client must show the instructor a copy of the payment receipt before the instructor is allowed to release the vehicle
6. Collection of Fees
- a. The client will take the Automotive Technology Live Work Project Repair Order Form to the Business Office, pay the fee, and carry a copy of the receipt to the instructor for release of the vehicle.
 - b. An instructor will notify the Dean for Academic Affairs each week on the payments received.
 - c. The minimum fee will be \$10.00. Hours will be determined using the Flat Rate Labor Guide – All data Information Systems. Currently enrolled Ogeechee Technical College Automotive students will not be charged a labor fee.
7. Liability, Defense and Indemnification
- a. Although Live Work Projects, as an integral part of the College's academic curriculum, are governed by the State of Georgia's constitutional doctrine of sovereign immunity and its related statutes, Ogeechee Technical College shall take all necessary steps to ensure that its Live Work Projects are managed in a way so as to minimize or eliminate the risk of harm to patrons, students and employees. Moreover, the Commissioner and the President shall take appropriate steps to legally protect the Technical College System of Georgia and Ogeechee Technical College from legal liability arising out of Live Work Project activities.

- b. Potential patrons and other recipients of Live Work Project services will sign declarations of assumption of risk and waivers of liability. Each person requesting live work will be required to sign the Live Work Client Request form which contains a waiver of liability and declaration of assumption of risk with the understand that there is no warranty, express or implied.

VII. RECORD RETENTION

All forms will be reviewed on an annual basis and revised as needed. All completed forms will be retained according to the TCSG Records Management Policy.