

AUTOMOTIVE TECHNOLOGY PROGRAM

Thank you for your interest in supplying a work project for the students of the Skowhegan Regional Vocational Center's Automotive Technology Program. Your interest and willingness to supply actual work experience for our students is appreciated.

Our Policy is as follows:

1. We continuously strive to complete work to industry standards, however, work is accepted without guarantee of workmanship or materials.
2. Work is accepted provided it is complete with the instructor's educational plans.
3. As requests come in, they are filled and drawn upon as the instructional need arises.
4. All final decisions will be made by the vocational instructor.
5. All vehicles to be worked on must be left until the work is completed.
6. Arrangement for work to be done must be made prior to leaving the vehicle.
7. All necessary parts must be left at the Automotive Program at the owner's risk.
8. All vehicles are left at the Automotive Program at the owner's risk.
9. All work will be performed by Automotive Program students.
10. If your job has been evaluated or estimated by a local repair facility, the Automotive Program will NOT do the work
11. A donation of 10% of the cost of parts will be made to the Automotive Program to offset the cost of consumable materials used.
12. **Bills must be paid in full prior to release of vehicle. Initial _____**

Again, Thank you,

Dave Keaton, Director

William Longmuir III, Instructor

AUTOMOTIVE TECHONOLGY PROGRAM

WORK REQUEST

The Automotive Instructor reserves the right to accept or reject any project. All projects must meet the student's educational needs.

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Individuals requesting job _____

Address _____

Date of Request ____/____/____ **Phone (w)** _____ - _____ **(h)** _____ - _____

Vehicle Make _____ **Model** _____ **Year** _____

Description of job needed: _____

Agreement: I, the undersigned, have read and understand the policy on the back page and do hereby agree to indemnify and save harmless the Town of Skowhegan, the SAD #54 School Board and any agents, officers or employees thereof, against injury arising out of or in any way connected with the job involved and to accept full responsibility for the costs which will be incurred in the preparation and completion of the above described job. I realize that the program is under no obligation to complete the job or to meet the request completion dates.

A donation of 10% of the cost of parts will be made to the Automotive Program to offset the cost of consumable materials used in repairs.

Name (please print)

Signature