



SOUTH PLAINS COLLEGE

AST CLASSROOM and LAB AREA RULES

- I. **ALWAYS FOLLOW SAFETY RULES.** They are for YOUR protection.
- II. **ATTENDANCE:** The attendance policy is in the syllabus for the course(s) you are enrolled. Syllabi for the automotive courses are available anytime via the departmental website. (www.southplainscollege.edu/ast). It is highly advised that you read them.
- III. **GENERAL RULES:**
 1. **SAFETY GLASSES WILL BE WORN AT ALL TIMES IN THE LAB AREA. OTHER APPROPRIATE SAFETY EQUIPMENT WILL BE UTILIZED AS NECESSARY!**
 2. Horseplay will NOT be tolerated. Point deductions and extra work will be assigned.
 3. Service bay doors will be either fully raised or lowered.
 4. No smoking, eating, drinking or chewing in the classroom or lab areas.
 5. No hats are permitted - caps only, in lab area only. Appropriate foot wear (no open toed footwear) and clothing should be worn in the lab areas. Any clothing that is loose fitting, floppy, baggy, obscene, seductive or distracting, (as determined by the instructor) is deemed a safety hazard. No obscene, profane or otherwise inappropriate language or items will be tolerated. Long hair and dangly jewelry should be confined for safety reasons. Students will present themselves in a professional manner, both in appearance and actions, at all times, as determined by the instructor.
 6. Do not leave the building for the purpose of taking books, clothes, etc., to your car. Lockers are available for this purpose.
 7. An instructor will pick up any books, clothes, tools or other personal items that are found lying about. Paying a fine of \$1.00, which is deposited into the Club Fund, may claim the item(s).
 8. No parking is allowed inside the fenced in area. Park in your assigned parking permit area only.
 9. If you arrive for class "hungover", drunk, under the influence of drugs, or an instructor feels that you are, you will be sent home. It is a severe safety hazard.
 10. If you are caught sleeping in class or lab, you will be sent home.
 11. Failure to wear safety glasses may result in being sent home, receiving an absence and a zero for the lab grade that day.
 12. Tool room duty is required of all students on a rotation basis. A schedule will be posted as soon as final enrollment is determined.
 13. Your instructor's office hours are listed in the course syllabus and posted on their office door or window.
 14. **NO CELL PHONES OR PAGERS IN CLASSROOM OR LAB AREA.** For emergency, people may call 806-894-9611, ext. 2295
 15. You are to have your required set of personal tools by the 12th class day. Your tools must be present at all times in order to be eligible to participate in class. Talk to your instructor if this is a problem.
 16. Any item that comes into question and is not covered in these rules or in the course syllabi will be dealt with on an individual basis.
 17. It is your responsibility to know these rules. If there are items, which you do not understand, ask your instructor.
 18. **DO NOT STORE SOUTH PLAINS COLLEGE TOOLS, EQUIPMENT OR PROJECT PARTS IN YOUR TOOLBOX.** WE CAN AND WILL use any means necessary to open the box to retrieve the items if you are not present. We will at times conduct toolbox inspections.

(Rev. 1-20-09)



SOUTH PLAINS COLLEGE

Automotive Service Technology Program Safety Guidelines

"Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate, including suspension and expulsion in appropriate cases for the breach of federal, state, or local laws, or college rules and regulations." (see *SPC student guide*) The above includes failure to comply with directions given to you by a South Plains College instructor.

The following guidelines will be adhered to at all times while at South Plains College. These guidelines will keep everyone safe in the lab. Failure to follow them could result in personal injury, suspension, expulsion, or even death. A signed copy of these guidelines will be placed in each student's permanent file at the beginning of each semester.

1. No "horseplay" will be tolerated.
2. Proper tool handling is mandatory.
3. Safety glasses must be worn in the lab at all times, regardless if you are working on a project or not.
4. Do not wear loose clothing around any operating machinery.
5. Remove jewelry when working on projects.
6. Avoid "unnecessary" contact with electrical circuits.
7. You are required to clean up after yourself; this includes tools, equipment, floors, workbenches, vehicles, washbasins, personal items and service manuals after or at the end of each class meeting. Mop buckets, cleaners, shop towels, etc. are provided for you. USE THEM
8. Know where fire extinguishers are located and how to operate them in case of a fire.
9. Do not attempt to operate unfamiliar equipment without instructor guidance.
10. Avoid mishandling of chemicals - especially battery acid and other caustic substances.
11. To avoid breathing toxic fumes, (carbon monoxide), use the vehicle exhaust system when running an engine, especially when the overhead doors are closed. Also, follow guidelines/directions given to you by chemical manufacturers and your instructor.

Student signature

Printed Name

Semester (ie: Spring 2009)

Date



SOUTH PLAINS COLLEGE

AUTOMOTIVE SERVICE TECHNOLOGY PERSONAL INFORMATION SHEET

Name (f,mi,l) _____

Home Address _____

Home Phone _____

EMAIL _____

Address while attending school _____

Phone while attending school _____

Drivers license # _____

DL issuing state _____

Restrictions _____

Type _____

PERSON TO NOTIFY IN CASE OF EMERGENCY:

NAME: _____

PHONE WHERE THEY MAY BE
REACHED: _____

Are there any medical and/ or physical problems we as instructors should be aware of? If so explain. This will be kept confidential. If no medical or other problems exist, then please state none.



SOUTH PLAINS COLLEGE

AUTOMOTIVE SERVICE TECHNOLOGY

CLASS / LAB RULES and ABSENTEE POLICY SIGNATURE SHEET

I, _____, hereby state that I have:
(printed name)

1. Received a copy of the current classroom / lab rules
2. Received a copy of my course syllabi, which contain the absentee policy for that course
3. Read and understand these rules and policies
4. Read and have had explained to me the hazardous chemical policy in the course syllabi

I further acknowledge that:

1. It is my responsibility to know and follow the rules and policy
2. Copies are posted in the front and rear lab areas and classrooms
3. I understand how these rules and policy apply to me, the student
4. This signature sheet will be placed in my file for reference

Signature _____

Date _____



SOUTH PLAINS COLLEGE

DRIVERS INFORMATION

NOTE: Fill this out and turn it in only if you are age 21 or older!

EMPLOYEES / STUDENTS THAT DRIVE A COLLEGE VEHICLE MUST PROVIDE THE FOLLOWING INFORMATION

Last Name_____	First Name_____	MI._____
Social Security # _____	Drivers License # _____	
Date of Enrollment_____	Date of Birth _____	
Home Phone_____	Street Address_____	
City, State, Zip_____	Signature_____	

RETURN THIS FORM TO: TONY RILEY
BUSINESS OFFICE



SOUTH PLAINS COLLEGE

VEHICLE OPERATION REGULATIONS

NOTE: Fill this out and turn it in only if you are age 21 or older!

AS AN OPERATOR OF A SOUTH PLAINS COLLEGE VEHICLE, I AGREE TO ABIDE BY THE FOLLOWING REGULATIONS:

1. I WILL COMPLY WITH ALL STATE AND LOCAL TRAFFIC REGULATIONS TO INCLUDE OBEYING POSTED SPEED LIMITS.
2. I WILL REPORT **ALL** ACCIDENTS TO APPROPRIATE COLLEGE AUTHORITIES AS SOON AS POSSIBLE.
3. I WILL LIMIT USE OF THE VEHICLE TO OFFICIAL COLLEGE BUSINESS ONLY. THE ONLY AUTHORIZED PASSENGERS ARE THOSE TRAVELING ON OFFICIAL COLLEGE BUSINESS.
4. I WILL REQUIRE ALL PASSENGERS TO WEAR SEAT BELTS.
5. I AM RESPONSIBLE FOR THE VEHICLE OPERATION AND SAFETY OF ALL PASSENGERS. I WILL NOT OPERATE THE VEHICLE IN AN UNSAFE CONDITION.
6. I WILL REPORT ALL CITATIONS / SUMMONSES FOR MOVING VIOLATIONS TO THE APPROPRIATE COLLEGE AUTHORITIES AS SOON AS POSSIBLE.

ACKNOWLEDGED: _____
OPERATOR

DATE: _____

NAME (print): _____

DATE OF BIRTH: _____

DRIVERS LICENSE NO. _____

RETURN THIS FORM TO: Cary Marrow
Box 130
MAINTENANCE