

2016-2017

## CENTER FOR CAREER AND TECHNOLOGY EDUCATION STUDENT VEHICLE REPAIR AGREEMENT

1. All Repairs must be completed to ASE industry standards.
2. All Parts used in repairs must conform to ASE industry standards.
3. All Parts are to be supplied by the student / owner. The shop or instructor will not supply repair materials or parts.
4. All Students driving a vehicle on the CCTE campus must provide proof of insurance and a current valid driver's license.
5. The instructor must approve all requests for vehicle repair at least 24 hours prior to the start of the repair work.
6. All repairs must be fully completed and receive the instructor's approval before the vehicle will be released from CCTE.
7. Any violation of these rules will result in loss of the privilege to repair personal vehicles at CCTE.
8. If a student wants to have multiple shops work on the vehicle, the form must be completed by each instructor.

*I AM REQUESTING TO REPAIR A VEHICLE AT CCTE. I HAVE READ AND AGREE TO THE PROCEDURES STATED ABOVE. I UNDERSTAND THAT THE VEHICLE WILL NOT LEAVE THE CCTE CAMPUS UNTIL THE INSTRUCTOR HAS APPROVED THAT THE REPAIRS ARE COMPLETED TO ASE INDUSTRY STANDARDS.*

### Student Information

(Please Print)

STUDENT NAME: \_\_\_\_\_ STUDENT SIGNATURE: \_\_\_\_\_  
STUDENT ID #: \_\_\_\_\_ HOME CAMPUS: \_\_\_\_\_

### Insurance Information

(Please Print)

STUDENT DRIVER'S LICENSE #: \_\_\_\_\_ D/L EXPIRES: \_\_\_\_\_  
STUDENT INSURANCE CO: \_\_\_\_\_ INS AGENT: \_\_\_\_\_  
INSURANCE POLICY # \_\_\_\_\_ INS EXPIRES: \_\_\_\_\_

**Vehicle Information**

(Please Print)

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_  
YEAR: \_\_\_\_\_ COLOR: \_\_\_\_\_  
LICENSE #: \_\_\_\_\_ STATE: \_\_\_\_\_  
OWNER'S NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

**LIST TYPE OF REPAIR WORK TO BE PERFORMED:**

(Please Print)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**INSTRUCTOR'S APPROVAL FOR REPAIR:** \_\_\_\_\_

**START DATE:** \_\_\_\_\_

**INSTRUCTOR'S APPROVAL FOR RELEASE:** \_\_\_\_\_

**COMPLETION DATE:** \_\_\_\_\_