



## Industry and Transportation Department: Shop Policies

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1. All students, faculty and visitors must wear safety glasses when using any power tools, striking tools, and/or when vehicles are on a lift. Work should always be stopped when visiting groups enter the shop floor.
2. All students are required to supply and wear their own personal protective equipment while on the shop floor; there are no exceptions to this policy.
3. All tools and equipment should be stored away when they are finished being used; student tool boxes must be locked and stored in their designated area/room at the end of class.
4. There will be no playing of music during labs, as it causes a distraction.
5. No food or uncovered drinks are allowed in the classroom and shop areas; only covered drinks are permissible.
6. Cell phone use is not allowed in the shop unless a student has permission from the instructor; all calls and text messages should be done before class, after class, or during breaks.
7. **All lab rooms must be cleaned at the end of each lab; there are no exceptions to this policy.**
8. Broken/malfunctioning tools and equipment should be reported to the instructor immediately.
9. Any vehicle left in the shop or outside for repairs must have the keys tagged and left with the instructor. All keys should be placed on the board in the office for vehicles that are left outside.
10. Only work pertaining to the course outline should be performed during lab times; i.e., no brake repairs during electrical class, etc. **There are no exceptions to this policy.**
11. Any student wishing to perform work on their own personal vehicle after class must make arrangements with one of their instructors to do so. It is at the instructor's discretion to allow such work to be performed, and instructors **MUST** be present for the entire time that the student is working in the shop.
12. A student may not perform work on any vehicle unless that student has been properly trained in that particular area. (For example, a student cannot replace brakes if they have not taken the brakes course).
13. Students cannot use any tools or equipment unless they have been trained prior to use by an NCC faculty member.
14. Any work performed after class cannot interfere with or disrupt any other class or activity. Students cannot "skip" another class to work on their vehicle.



15. Disabled vehicles should not be driven by students. Disabled vehicles should be pushed or pulled to where they need to go.
16. Any disabled vehicle left for repairs should be clearly marked with what the issue is (for example, “no brakes”) and a note should be placed on the windshield or steering wheel.
17. Students MUST NOT operate any vehicle that is not legally registered, even their own.  
**Unregistered vehicles cannot be driven on campus.**
18. All invoices for vehicle repairs MUST be paid in full within 24 hours of completion of the repair. Any repair order with parts exceeding \$150.00 must be paid the same day or in advance of work being performed. All invoices are to be paid in the Business Office.
19. Students will be required to remove jackets and sweatshirts with draw strings or remove the draw strings while working in the lab, regardless of the activity.