

Lower Columbia College Automotive and Diesel/Heavy Equipment Policies and Procedures

26 July 2001

Washington State Ethics Board recommended changes for approval:

- 1. An automotive technology and diesel/heavy equipment instructor may not use his or her own personal vehicle(s) as projects in classes he/she teaches or assigns student grades. No faculty or staff member may bring personal projects on campus to work on, either in or out of class.*
- 2. Personal use of equipment and student work on instructors' personal projects are strictly prohibited. Instructors and students may not "borrow" a piece of equipment for use outside of class. EXCEPTION: With prior written approval, hard copy or email, from the Dean of Business and Technology, equipment may be checked out by an instructor, who will be using the equipment in class, for experimentation and familiarization.*
- 3. With the instructor's permission, if the project falls within the scope of the curriculum for the course(s), students may use their own vehicles or engines as course class projects.*
- 4. A work order will be assigned to all projects when they enter the shop.*
- 5. No automotive or diesel parts for personal use will be ordered through the college or through the purchase order system, even if the purchaser plans to reimburse the college or pay for the part(s) when delivered.*
- 6. All parts used in the automotive technology and diesel/heavy equipment programs will be ordered through the department/program purchase system, unless other arrangements have been made through the division dean and approved by the Vice President and Dean of Faculty. No faculty member may order parts on his or her own, without going through the purchase system. This is to be followed without exception. With prior approval from the faculty member, students may bring either purchased parts or parts taken from wrecking yards for use on his or her class project.*
- 7. Students using college vehicles must be licensed, and travel must be approved by the student's instructor; travel must be for college-related activities only. Appropriate travel logs and records shall be completed. One set of keys will be*