



Automotive Service Technician

1. Each student must obtain coveralls or work clothes and appropriate shoes. A locker is provided for storage of these items. **SNEAKERS AND SANDALS ARE NOT ALLOWED AFTER THE FIRST WEEK.**
2. N.Y.S. INSPECTION STATION: Reserved for second year Auto students only. Each student is allowed to bring two vehicles to the Center for State Inspection.
3. All students are required by law to wear safety glasses in the shop areas. **NO EXCEPTIONS!**
4. Vehicle Repair: All pickup of vehicles and repairs to be done to vehicles must be approved by the instructor **ONE WEEK** prior to the arrival of the vehicle.
5. Parts: All parts must be supplied by the student, or prior arrangements for parts must be made with the instructor.

PERSONAL VEHICLES ON CAMPUS

This school does not provide insurance for automobiles stored outside. Your own personal comprehensive insurance must be used if you wish to file a claim. We do not provide insurance on our policy at NCOC for customer or student vehicles.

Vehicles should be locked when they are outside. We are not responsible for damages, so take precautions.

If you return to the Center after hours and wish to enter a vehicle parked outside, you must do so with the knowledge of the night custodian, otherwise you could be treated as a trespasser.

Student vehicles that are brought in to NCOC should be completed within 30 days of their arrival.

STUDENT RULES & REGULATIONS

Each student will be provided with a Student Handbook via the US Postal Service prior to the first week of school. He/she will be responsible for general knowledge of the rules in the handbook and compliance with them. Good attendance is essential for your success in school.

SEE BACK FOR SIGNATURE PAGE

ACCIDENT INSURANCE

(As stated on your original application to the Center)

Every year student accidents occur. While these accidents are few and fortunately have not been severe, they can be costly to the student or his/her family in terms of possible hospital and/or outpatient treatment.

The Board of Cooperative Educational Services (BOCES) **does not** carry Student Accident Insurance, but all of the school districts served by the Northern Catskills Occupational Center do carry accident insurance on their students. The policies vary; therefore, you should be familiar with the coverage provided by your district. Please have student return this form to his/her teacher.

I have read and understand the information given in this letter.

Signed: _____ Dated: _____
Student

Signed: _____
Parent