

Repair of Private Vehicles/Automotive Shop

Policy 6250

September 18, 2007

Revision Date: March 1, 2018

The board of Education believes that in order to make courses in auto-mechanics viable, a practical component of “real world” experience with a variety of automobiles must become part of the program. This component places students, teachers and the Board at risk because of the possibility of fire, theft or damage to an automobile. This risk obligates both the Board and the owner of the vehicle to carry sufficient insurance to protect both parties. The comprehensive garage policy protects the Board for its own damage to a customer’s vehicle by collision or upset for which the Board (school / teacher) is legally liable. In order to be legally liable, the garage operator (Board / school / teacher) must be negligent. Merely having possession of the vehicle, however, does not make the operator liable. In practice, the claim will be paid under the vehicle owner’s policy, but if the operator is liable, it will then be charged against the garage policy. The garage policy also protects the Board for its own damage to a customer’s vehicle resulting from certain specified perils, such as fire or theft of the entire vehicle, for which the operator is liable.

General Procedure

1. The Board shall carry a comprehensive garage insurance policy to protect the Board for its own damage to a customer’s vehicle.
2. All customers shall carry adequate insurance coverage for loss or damage.
3. All customers will sign a waiver releasing the Board of liability for damage not covered by the garage insurance policy.
4. All repairs to private vehicles will be appropriate for the students’ skill level and relevant to the prescribed learning outcomes under the course outline.

Administrative Procedure

1. The Board / school will develop and administer a waiver of liability / work order form.
2. The instructor must approve any vehicle repair work being considered.
3. Customers shall provide the shop instructor with a copy (proof) of adequate third party liability and comprehensive or specified perils insurance coverage; and customers shall sign a liability release form releasing the school of damages not normally covered by the garage policy.
4. Customers shall sign a work order form approving all work to the customer’s vehicle.
5. Prior to release of the vehicle, the customer must approve work completed and indicate satisfaction.
6. All claims or incidents must be reported in writing to the principal and the Secretary Treasurer.
7. Claims not covered by the garage policy will be initialed under the customer’s policy.

**School District #81 (Fort Nelson)
Automotive Liability Release Form**

Note: This form must be completed, witnessed and kept on file by the teacher of any automotive course BEFORE any motor vehicle or other equipment NOT owned by the School District may be brought into the school for use, servicing or repair, relative to the conduct of any course offered by the School.

Part I OWNER (Refer to "Autoplan" Registration/Insurance Certificate)

Name: _____

Address: _____

Part II AUTOMOBILE

(Refer to "Autoplan" Registration/Insurance Certificate) or Equipment

Model: _____ Year: _____ Manufacturer: _____

Type of Body: _____ License Number: _____

Serial Number: _____

Part III WORK TO BE COMPLETED

Engine Details: _____ Mileage: _____

Part IV RELEASE (To be read and signed by the Owner)

It is hereby declared that by signing hereunder as "owner" is the legal registered owner of the above described property and in such capacity agrees that:

1. School District #81 (Fort Nelson) is authorized to use and/or service and/or repair such equipment in connection with the conduct of the Automotive Shop Course by the School District.
2. Motor vehicles or equipment may be operated by any School District employee or student who is a duly licensed driver and is authorized to do so by the teacher conducting any course on behalf of the school.
3. Inasmuch as the school is not engaged in the business of operating a garage or service station and any servicing and/or repair of the above described property will be effected by

students in training, at no charge to the owner (except reimbursement to the school for the cost of any parts supplied), the owner hereby releases the School District and its employees and students from any and all responsibility for improper or faulty servicing and/or repair of the equipment and from any responsibility for damage to it while in the care, custody or control of the District and/or its employee and/or students.

Signature of Teacher

Signature of Owner

Date: _____

Owner's Phone Number: _____

Owner's Address: _____

(Copy to be given to Owner)

**School District #81 (Fort Nelson)
ATV/ Snow Machine Liability Release Form**

ATV / Snow Machine was transported to FNSS by:

Part I OWNER (VIN# _____)

Name: _____

Address: _____

Part II WORK TO BE COMPLETED

Engine Details: _____ Mileage: _____

Verification

Fax to RCMP: 774-2763

VIN # - _____

Accurate Ownership ☐ **Yes** ☐ **No**

Return Fax to School Board Office: 250-774-2598