

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 4.5.1

Title: Use of Practice Vehicles in Automotive Technology	
Originated by: Dr. Rob Edleston, President	
Signature	Date
Approved:	
Signature	Date
Reviewed:	Revised:

Policy Statement: Practice vehicles owned by MATC and used for hands-on instruction in the Automotive Technology program shall not be licensed, titled, sold, or driven off the property of the MATC campus.

Rationale: Practice vehicles that have been worked on by students could be defective and, therefore, create a situation that would hold the College liable if an accident occurred as a result of defective workmanship.

Procedure:

1. Practice vehicles:

- a. Practice vehicles identified for use as hands-on experience and owned by the College for the sole purpose of use within the program will be included in this policy.
- b. Vehicles which are owned by the College and are used for College business but may need to be repaired or serviced by the Automotive Technology program do not fall within the scope of this policy.
- c. Practice vehicles that are owned by individual students or by others who seek minor maintenance as “live work” do not fall within this policy.

1. Disposal:

- a. Practice vehicles that become the property of MATC as a result of a College purchase or a private donation and which are designated as automotive technology hands-on practice vehicles shall not be licensed, titled, sold, or driven off of MATC property.
- b. When MATC prepares to retire or dispose of practice vehicles that have been used for the expressed purpose of hands-on experiences within the Automotive Technology program, said practice vehicles will either be crushed or cut into pieces to prevent the use of the practice vehicles or any attached components.
- c. A picture of the destroyed vehicle along with certification by the destroying agent will be kept on file in the administrative files for three years.