



CURRICULUM POLICY AND PROCEDURES FRAMEWORK

Automotive Engineering Motor Vehicle Acquisition, Movement, Repair and Maintenance, Storage and Disposal Policy and Procedures

1.0 Purpose

This policy and procedures sets out the legal, safety and environmental procedures which apply to motor vehicles used to deliver a practical element of the automotive engineering curriculum.

2.0 Policy

Jewel and Esk College will ensure that motor vehicles utilised in practical workshop activities are used in a legal, safe and environmentally responsible manner.

3.0 Scope

- 3.1 This policy and procedures applies to all academic staff, support staff and students involved with the automotive engineering curriculum and to College owned vehicles, excluding those leased by the College, and vehicles owned by staff or students.
- 3.2 This policy should be read in conjunction with the College Equality Diversity & Inclusion Policy and its separate Disability, Race and Gender Equality Schemes.

4.0 Responsibilities

- 4.1 The Head of Faculty of Technology is responsible for managing and updating this policy and procedures.
- 4.2 The Learning Manager with responsibility for automotive engineering is responsible for monitoring the implementation of the procedures.
- 4.3 The Curriculum Leader with responsibility for automotive engineering is responsible for implementing the procedures relating to vehicle movement, repair and maintenance.
- 4.4 The Chief Technician of the Faculty of Technology is responsible for implementing the procedures relating to vehicle acquisition, storage and disposal.
- 4.5 All automotive engineering lecturers, support staff and students must adhere to the procedures set out in this framework.

- 4.6 It is the responsibility of staff and students to be aware that any breach of procedures 5.2 and 5.3 may be considered to be gross misconduct under the relevant Disciplinary Policy and Procedures.

5.0 Procedure

5.1 Motor Vehicle Acquisition

- 5.1.1 Motor vehicles donated by the public will only be accepted if accompanied by a current Vehicle Registration Document (V5) or Vehicle Registration Certificate (V5C).
- 5.1.2 Motor vehicles purchased from the public or the trade or at auction must have a current Vehicle Registration Document (V5) or Vehicle Registration Certificate (V5C) at the time of purchase.

5.2 Motor Vehicle Movement

- 5.2.1 Vehicles owned by the College must only be driven by automotive engineering lecturers or learning assistant or technician.
- 5.2.2 Automotive engineering students may only drive vehicles for which they are insured i.e. vehicles which they own or for which they are covered by the owner's insurance.
- 5.2.3 Vehicles owned by any other College student or member of staff must only be driven by the owner or by an individual covered by the owner's insurance.
- 5.2.4 Vehicles that cannot be driven must only be moved under the supervision of an automotive engineering lecturer or learning assistant or technician. The lecturer or learning assistant or technician must ensure that appropriate safety precautions are taken whilst the vehicle is being moved.
- 5.2.5 Keys for College owned vehicles or vehicles owned by students or staff must be kept in the possession of a lecturer or learning assistant or technician when not required for vehicle movement or testing.

5.3 Motor Vehicle Repair & Maintenance

- 5.3.1 The College insurance policy allows for maintenance and repair work to be carried out by automotive engineering students on vehicles owned by either staff or students provided the work forms part of the course the students are following.
- 5.3.2 The College insurance policy does not cover work carried out by staff or students on vehicles owned by them or by other individuals where the work does not form part of the automotive engineering curriculum.
- 5.3.3 The repair or maintenance of motor vehicles which is not related to the curriculum is strictly prohibited.
- 5.3.4 The repair or maintenance of motor vehicles or motor vehicle parts is only permitted in the designated automotive engineering workshops.

- 5.3.5 Prior to the commencement of any curriculum related work, Part A of form MRR (Appendix A) must be completed and lodged with the Chief Technician. On completion of the work, Part B of the form must be completed and lodged with the Chief Technician.
- 5.3.6 All parts and lubricants used on staff or student cars must be supplied by the individual who owns the car or, if obtained from College stores, must be paid for. Payment methods must comply with the College Student/Public Money Handling Procedure.
- 5.3.7 Batteries must only be stored and charged in the battery storage and charging area.
- 5.4 Motor Vehicle Storage
 - 5.4.1 Motor vehicles must not be stored on elevated motor vehicle ramps.
 - 5.4.2 Motor vehicles owned by staff or students may only be stored overnight if it is necessary as part of an on-going curriculum related practical activity.
- 5.5 Motor Vehicle Disposal
 - 5.5.1 Motor vehicles that are no longer required must be re-cycled as soon as possible through recognised scrap merchants.
 - 5.5.2 Individual motor vehicle parts should be disposed of via the metal recycling skip however any fuel contaminated parts e.g. fuel tanks must be thoroughly flushed prior to disposal.
 - 5.5.3 Waste oil must be disposed of via the disposal drum and under no circumstances should be emptied into the College drainage system.
 - 5.5.4 Unwanted tyres must be disposed of through recognised disposal channels e.g. Midlothian Council recycling service or the Lafarge energy generation system.

