

Pierce College Automotive Service Technology Personal Vehicle Repair Information

If you want to have Pierce College students work on your vehicle please read the procedure and special notes below then email the following information to Garciam5@piercecollege.edu.

- Your association Pierce College
- Your name and phone number
- Year, make and model of vehicle
- Describe the problem and be as detail as possible when describing the conditions under which the problem occurs and any sounds, smells or leaks that are related to the issue.

Procedure:

1. We check if any instructor can take in the vehicle to use for their class
2. We notify you whether your car was accepted as a class project by an instructor
3. We will assign you a number on the waiting list
4. We will call you to notify you when we need you to bring in your vehicle

Once your car is here:

1. The students will inspect, diagnose and list the parts needed for repair
2. We will notify you of the cost for the required parts
3. We will request approval to purchase the parts and a deposit before moving forward
4. The student will perform the repairs
5. The instructor will check their work and test drive the vehicle
6. We will notify you that your vehicle is ready and schedule a pick up time

Special notes:

- **We only work on vehicles for people that are associated with Pierce College (proof required).**
- The person that brings in the vehicle must be the registered owner (proof required).
- Before we accept the vehicle, you need to sign a liability waiver and provide us with keys to your vehicle.
- It is recommended that you have a spare key as a precaution in case your key is misplaced or lost.
- Remove any valuables before dropping off vehicle; we are not responsible for lost or stolen items.
- Vehicles with multiple issues will only have one repair made then they will be placed back on the waiting list for the next repair.
- We are a school not an auto repair facility and as such the time required to complete repairs can be lengthy.*

- We only take in two cars at a time. The next vehicle is called after one has been picked up.
- Repeatedly calling to check on status of vehicle will not speed up repairs, we will call you once it's done.
- We only install new parts that we purchase. We do not install parts provided by the owner.
- Repair cost will include the list price for parts used plus a shop fee for consumables required to complete repairs (We do not charge for labor).
- You must schedule to pick up the vehicle within one week of notification that repairs are completed.
- Vehicles will only be released once your repair bill has been paid in full.

* If you cannot arrange to do without your vehicle for an undetermined amount of time this is not the place for you. As an example let us use a repair that is supposed to take 6 hours. Students that are still learning will be working on the vehicles and they typically take twice the time to perform a repair, sometimes even more. The classes meet only twice a week for about 2 hours each day. Therefore, a 6-hour repair would take about 12 hours to complete at 4 hours per week it would take a minimum of 3 weeks. That approximate minimum 3 week time is pending there are no added delays like holidays, non-instructional days, teacher calling in sick, students being absent, parts/bolts breaking during disassembly, aptitude of students working on vehicle etc.