



P.O. Box 477200 Tulsa, OK 74147 918.828.5000

PROGRAM HANDBOOK

Program: Automotive Maintenance Light Repair

Site: Broken Arrow

Revision Date: June 5th, 2025

Campus/Site Information (Only keep link to your campus)

<https://tulsaitech.edu/about-the-district/locations/broken-arrow-campus/>

Program Information

- Equip yourself with the skills and expertise to kick-start your career in the automotive industry
- Dive into the fundamentals of automotive systems, from key terminology to repair techniques and preventative maintenance strategies
- Develop the ability to diagnose, service, and repair a variety of common issues across different types of vehicles, becoming a versatile and in-demand technician

Each program has courses that have assigned course hours. Students may be eligible to take state, national, or industry certifications. See program plan of study for specific information on courses, hours, and certifications available.

Career and/or College Opportunities: <https://tulsaitech.edu/resources-for/current-students/college-relations/>

Classroom Procedures & Expectations

Grading

It is the policy of the Tulsa Technology Center Board of Education to issue a grade for each student enrolled according to the policy and procedures of the district.

<https://tulsaitech.edu/media/global-assets/pdf/Tulsa-Tech-Policy-Manual.pdf> Section 10 - page 92



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Makeup Work

Students are expected to make up the work missed while they are absent. It is the responsibility of the student to contact the instructor and make arrangements to complete the work missed. Follow the link to the grading procedures document which also covers makeup work.

<https://tulsatech.edu/media/global-assets/pdf/Tulsa-Tech-Policy-Manual.pdf> Section 10 - page 95

Dress Code/Uniform Requirements

<https://tulsatech.edu/media/global-assets/pdf/Tulsa-Tech-Policy-Manual.pdf> Section 10 - page 90

Sagging pants, exposed undergarments, or excessively “Baggy” shirts or pants will NOT be permitted

Warm-ups, sweatpants, muscle shirts, mesh shirts, midriffs, halters, tank tops, low necklines, jean shorts, cut-offs, mesh “basketball” shorts, see-through garments, clothing / jeans with excessive wear holes, yoga pants, and other attire inappropriate for school wear and will **NOT** be permitted

Skirts, culottes, skorts, and split or divided skirts are not appropriate.

Clothing displaying writing, pictures, or insignias which are suggestive, vulgar, symbolic of drugs, alcohol, tobacco products, sex, gang / gang colors, or anything illegal / immoral, are inappropriate and will not be permitted.

Clothing and/or accessories displaying the Confederate Flag or showing improper display of the American Flag will not be permitted.

“Do” rags, bandannas, stocking caps, pantyhose (head wear), cowboy hats, and sunglasses are **NOT** permitted within other areas of the BA campus and are **NOT** allowed in the AMLR classroom and shop area.

Enclosed toe shoes are required. Flip-flops, sandals, house shoes, bowling shoes, clogs, or any other form of open toe or smooth soled footwear are not permitted.

Necklaces, rings, watches, bracelets, hoop/dangling earrings, or torso/body piercing(s) must be removed while in shop area. (Medical or ID tags are exempt)



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Note: You will be working with fluids, chemicals, lubricants, etc., associated with servicing and/or cleaning vehicles. With this in mind, be aware that there is the potential of spills and other associated risks, resulting in stains on clothing. You may be asked to perform service tasks at any time during the class. It is suggested that you invest in plain, black t-shirts and gently used blue or black denim jeans to avoid ruining any of your other garments. Time will be allotted for you to change in and out of “work apparel.”

Equipment/Supplies Needed

No tools or supplies required.

Appropriate Use of Technology

<https://tulsatech.edu/media/global-assets/pdf/Tulsa-Tech-Policy-Manual.pdf> Section 12 - page 4 and Section 12 - page 10

Attendance

Students must adhere to Tulsa Tech’s district attendance policy.

<https://tulsatech.edu/media/global-assets/pdf/Tulsa-Tech-Policy-Manual.pdf> Section 10 – page 89

Add any additional attendance requirements as needed per accreditation and/or licensing standards (must cite specific source).

Safety

Tulsa Technology Center strives to provide a safe learning environment for our students, employees, and visitors. Students are expected to comply with TTC’s and all Work Based Learning site policies. Students will complete safety training during the program. The Safety website can be found here: <http://tulsatech.edu/safety-security/>

Students will have the potential to operate machines and equipment as a part of the shop/laboratory experience. These machines and equipment may present hazardous conditions during operation.

It is understood that students will be given proper instructions in the safe use of all machines and equipment before being allowed to use them. It will be



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the student's responsibility to follow ALL safety guidelines and therefore each student will:

- » Follow all shop/laboratory safety rules and guidelines.
- » Pass all safety tests with a score of 100% before working in shop or laboratory areas.
- » Never use any machine or equipment without first having permission from the instructor.
- » Immediately report ALL accidents / injuries to the instructor.
- » Use common courtesy and respect toward classmates while using any machine or equipment.
- » Wear all personal protective equipment (i.e. goggles, face shields, lab coats, gloves, safety glasses, hearing protection, etc.) as prescribed by the instructor of the program.

Each area of instruction will follow the safety and health requirements appropriate to the activities scheduled and will ensure compliance with the Occupational Safety and Health Administration (OSHA) standards. Any program dealing with work-related chemicals will maintain a "Right to Know" station which will include a copy of the chemicals Safety Data Sheet (SDS). Some programs may require specialized Personal Protective Equipment (PPE) to prevent injury to students. This equipment may include protective footwear, eye, and face protection, along with hearing protection. All students are expected to comply with the established safety requirements designated by Tulsa Tech. The safety requirements for each instructional area will be discussed and enforced by the program instructor. Program instructors will require 100% pass on safety examinations before allowing a student to work in a laboratory or shop setting.

ID Badges

Students will receive an ID badge during the first week of school. The ID badge must be always visible and will serve as an access badge to the



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building. Students must report a lost or stolen ID badge to the front office immediately.

Accident Reporting

Any student suffering an injury or illness which occurs while on campus or while participating in an off- campus work-based learning, must complete a student accident report form. All accidents shall be reported to the instructor and campus director or assistant director.

Behavior Code of Conduct

Tulsa Tech's student conduct code prohibits threatening behavior, harassment, intimidation, and bullying. This policy applies to all students regardless of classification as a secondary or adult student.

<https://tulsatech.edu/media/global-assets/pdf/Tulsa-Tech-Policy-Manual.pdf> Section 10-page 34 and page 42

Additional Information

Transportation/Parking

Parking on campus is a privilege. Students are expected to adhere to the posted speed limit, all other driving laws, and Tulsa Tech policies. Any driving violation while on campus can result in the revocation of driving privileges. Students will be asked to provide their driver's license information and vehicle information on their SAIF. While on break, students should neither sit in nor hang out around vehicles; additionally, students are not allowed to leave campus. The parking lot is monitored 24/7.

Work-Based Learning Information

Some programs may offer work-based learning opportunities such as industry field trips, guest speakers, job shadowing, internships, etc. These opportunities are led by the instructor and are a privilege for those students who demonstrate successful academic performance and maintain good attendance. All WBL opportunities must be approved by the instructor and administration and all necessary paperwork completed prior to student participation.



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Oklahoma Career Tech Student Organizations & Honor Recognitions

[Oklahoma SkillsUSA – Preparing leaders for a world of work](#)

[NTHS - National Technical Honor Society](#)

<https://tulsatech.edu/resources-for/current-students/professional-academic-technical-honor/> (P.A.T.H.)

All Tulsa Tech Policies apply to all programs. All policies listed in this handbook are in addition to district policies. Refer to Tulsa Tech's policy manual at:

[District Policies | Tulsa Technology Center](#)

Paper copy available upon request.