

CDX Tasksheet Number: MHTS026

Student/Intern Information

Name _____ Date _____ Class _____

Vehicle, Customer, and Service Information

Vehicle used for this activity:

Year _____ Make _____ Model _____

Odometer _____ VIN _____

Materials Required

- Vehicle
- Fender, seat, steering wheel, and carpet covers
- Floor jack
- Jack stand(s)
- Wheel chocks
- Vehicle hoist
- Shop rag
- Possible cleaning supplies

Task-Specific Safety Considerations

- It is critical that the vehicle be returned to the customer in proper working order. Double-check your work before releasing the vehicle to the customer.

► TASK Ensure vehicle is prepared to return to customer per school/company policy (floor mats, steering wheel cover, etc.).

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Student Instructions: Read through the entire procedure prior to starting. Prepare your workspace and any tools or parts that may be needed to complete the task. When directed by your supervisor/instructor, begin the procedure to complete the task and check the box as each step is finished. Track your time on this procedure for later comparison to the standard completion time (i.e., "flat rate" or customer pay time).

Time off _____

Time on _____

Total time _____

Procedure:	Step Completed
(Note: A properly protected vehicle and good work habits will make this task much easier.)	
1. Double check that all work has been completed. Nothing can be missing, loose, or leaking.	<input type="checkbox"/>
2. If your supervisor/instructor deems it necessary, test-drive the vehicle to be sure of proper repair and operation of the vehicle.	

a. Have your supervisor/instructor initial here.	<input type="checkbox"/>
3. Double-check that all tools are put away and stored properly.	<input type="checkbox"/>
4. Remove all fender covers, seat covers, floor covers, and steering wheel covers. Return them to their storage place or dispose of them properly, depending on the type of cover.	<input type="checkbox"/>
5. Check the exterior of the vehicle for greasy fingerprints or grime. Clean with an appropriate cleaner. Follow your shop's policies on this procedure.	<input type="checkbox"/>
6. Check the following interior locations for dirt or greasy spots. Clean with an appropriate cleaner. Follow your shop's policies on this procedure.	
a. Carpet and floor mats.	<input type="checkbox"/>
b. Seats.	<input type="checkbox"/>
c. Steering wheel and parking brake handle.	<input type="checkbox"/>
d. Door panel and handles.	<input type="checkbox"/>

7. If the vehicle is ready to return to the customer, the vehicle may need to be moved out of the shop. Get your supervisor's/instructor's permission to move the vehicle to the customer pick-up area.	
a. Have your supervisor/instructor initial here.	<input type="checkbox"/>
8. Return to your work stall and clean up the floor, benches, and related area.	<input type="checkbox"/>

Non-Task-Specific Evaluations:	Step Completed
1. Tools and equipment were used as directed and returned in good working order.	<input type="checkbox"/>
2. Complied with all general and task-specific safety standards, including proper use of any personal protective equipment.	<input type="checkbox"/>
3. Completed the task in an appropriate time frame (recommendation: 1.5 or 2 times flat rate).	<input type="checkbox"/>
4. Left the workspace clean and orderly.	<input type="checkbox"/>
5. Cared for customer property and returned it undamaged.	<input type="checkbox"/>

Student signature _____ Date _____

Comments:

Have your supervisor/instructor verify satisfactory completion of this procedure, any observations found, and any necessary action(s) recommended.

Evaluation Instructions: The scoring box below is intended to act as a guide for both student and supervisor/instructor. Each criterion listed will help students to understand what is expected of them and help supervisors/instructors articulate the level of success at a particular task. The scoring is set up to allow a second attempt at each task (see the Test and Retest columns). Scoring is also designed to award students points only for task criteria that were completed correctly. Points are lost for failure to complete the employability requirements (see Non-Task-Specific Evaluation criteria). When all criteria are evaluated, tally the points for a total at the bottom of each column.

Tasksheet Scoring

Evaluation Items	Test		Retest	
	Pass	Fail	Pass	Fail
Task-Specific Evaluation	(1 pt)	(0 pts)	(1 pt)	(0 pts)
Student listed the procedures for preparing a vehicle to be returned to a customer as per school/company policy.				
Student washed and wiped the vehicle to remove residual dirt or grease.				
Student removed protective interior mats/covers.				
Student reset all lights, warnings, and reminders related to the vehicle service.				
Non-Task-Specific Evaluation	(0 pts)	(-1 pt)	(0 pts)	(-1 pt)
Student successfully completed at least three of the non-task-specific steps.				
Student successfully completed all five of the non-task-specific steps.				
Total Score: <total # of points/4 = %>				

Supervisor/Instructor:

Supervisor/instructor signature _____ Date _____

Comments:

Retest supervisor/instructor signature _____ Date _____

Comments: