



Automotive Job Order Request

Southeastern Regional

Vocational Technical High School

250 Foundry Street, South Easton, MA 02375

Contact No: 508-230-1224

Date: _____

Customer Name: _____

Addr/City/State/Zip: _____
Phone: _____

Check one:

- SERSD Staff
- SERSD Student
- Outside Customer

Completed forms can be dropped off at the school, mailed or email to: acruz@sersd.org

Please Indicate Job Request

Oil Change? Please use prepaid coupon.

- Safety Check (Sept.-June.)
- Brakes (Sept.-June.)
- Steering & Suspension (Sept.-June)
- Engine & Cooling Systems (Sept.-Dec.)
- Transmission & Drivetrain (Sept.-Dec.)
- Electrical System (Sept.-June)
- Air-conditioning (Jan.-April)

Vehicle Year _____

(vehicles 10 years or over are not accepted)

Make _____ Model _____

Work needed:

*** Scholarship Fee: In lieu of labor charges a scholarship fee will be applied to the total bill.

This scholarship fund will assist students with continuing education, tools/supplies.

\$50 and under a \$5 fee will be applied,

Jobs over \$50 will be charged 10% of total charges.

SIGNATURE REQUIRED

I authorize the Automotive Repair Shop of Southeastern Regional High School to perform the above required work. Instructors may operate the above vehicle for the purpose of testing, inspection, or delivery at my risk. Southeastern Regional will not be responsible for loss or damage to vehicle or articles left in vehicle.

I am also responsible for all invoices purchased for my repairs. **Vehicles must be registered.**

The instructor will provide the customer with pricing estimate before performing the work.

I understand payment is due prior to picking up job.

Customer Signature: _____

This job is relevant to shop curriculum

Instructor Signature: _____

Date: _____

Principal's Approval

Signature: _____

Date: _____

PLEASE COMPLETE DISCLOSURE SHOWN ON THE BACK OF THIS FORM.

**Southeastern Regional School District CONFLICT OF
INTEREST DISCLOSURE STATEMENT AS REQUIRED
BY G. L.C.268A**

I make this disclosure pursuant to G.L.c.268 A,?23 (b)(3) in order to dispel any **appearance** of potential **conflict of interest**, that I may be improperly or unduly influenced in the performance of my official duties, or that I would be likely to act or fail to act as a result of kinship, rank, position or the undue influence of any part or person.

I publicly Disclose the Following Facts (Please be Specific):

- I am an employee** of Southeastern Regional Vocational Technical High School.
- I am student** at Southeastern Regional Vocational Technical High School.
- I am a parent of a student** attending Southeastern Regional Vocational Technical High School.
- No conflict of interest.**

I understand payment in full must be made prior to picking up my vehicle.

Customer Signature: _____

Date: _____

G.L.c.268 A, (b)(3): No current officer or employee of a state, county or municipal agency shall knowingly, or with reason to know, act in a manner which would cause a reasonable person, having knowledge of the relevant circumstances, to conclude that any person can improperly influence or unduly enjoy his favor in the performance of his official duties, or that he is likely to act or fail to act as a result of kinship, rank, position or undue influence of any party or person. It shall be unreasonable to so conclude if such officer or employee has disclosed in writing to his appointing authority or, if no appointing authority exists, discloses in a manner which is public in nature, the facts which would otherwise lead to such a conclusion.

I. UNWARRANTED PRIVILEGES (G.L. c. 268A, § 23(b)(2)) Public employees are prohibited from, knowingly or with reason to know, using or attempting to use their official positions to secure for themselves or others unwarranted privileges of substantial value that are not properly available to similarly situated individuals. Using public equipment and resources for personal business is using an official position to obtain an unwarranted privilege of substantial value not properly available to others. Thus, the use of public resources for personal, private or political purposes violates the conflict of interest law. In addition, public employees may not use the “inherently coercive authority” of their position to seek anything of substantial value. Example: An administrator may not use official time, his staff or the supplies or equipment available to him in his office in order to write books. Example: A shop teacher may not use official time, his colleagues, supplies or equipment available to him to complete his own projects or projects for friends. Example: A public employee may not generally solicit donations for a private or charitable organization from individuals with whom he conducts official business.

II. “APPEARANCES” OF CONFLICTS (G.L. c. 268A, § 23(b)(3)) Public employees must avoid conduct that creates a reasonable impression that any person may improperly influence them or unduly enjoy their official favor, or that they are likely to act (or fail to act) because of kinship, rank, position or undue influence of any party or person. A reasonable impression of favoritism or bias may arise when a public employee, knowingly or with reason to know, acts on matters affecting the interest, whether financial or non-financial, of a friend, a business associate or a relative other than an immediate family member or a nonfinancial interest of an immediate family member. The conflict of interest law allows public employees to act on matters, even if it creates the appearance of a conflict, if they openly admit all the facts surrounding the appearance of bias prior to any official action. Specifically, the conflict of interest law states that if a reasonable person having knowledge of the relevant circumstances would conclude that a public employee might be improperly influenced, the public employee can dispel this impression of favoritism by disclosing all the facts that would lead to such a conclusion. For example, it may be necessary for a public employee to disclose a personal relationship with someone appearing before his or her board. Appointed employees must make such disclosures in writing to their appointing authority (the person or board who appointed them to their job). This disclosure must be kept available for public inspection. An elected employee’s public disclosure must be made in writing and filed with the city or town clerk. These public disclosures must be made prior to any official participation or action. In addition, the Commission advises public employees to make an oral disclosure for inclusion in the meeting minutes. Occasionally, an appearance of a conflict of interest arises for the first time during a public meeting. In that case, a public employee should make an oral disclosure at the meeting and file a written disclosure as soon as possible thereafter. Alternatively, instead of filing a written disclosure under Section 23(b)(3), a public employee may simply abstain from participating, i.e. debating, voting or otherwise being involved, in a matter that creates an appearance of a conflict. Once a public disclosure has been made, the public employee may participate in the matter notwithstanding the “appearance” of a conflict. When public employees do act on matters affecting individuals with whom they have a private relationship, they must act objectively and be careful not to use their official position to secure any unwarranted privilege or benefit for that person.

III. DEALINGS WITH SUBORDINATES (G.L. c. 268A, § 23(b)(2)) The inherently exploitable nature of the relationship between superior and subordinate requires formal safeguards to protect against even accidental or unintended coercion or undue pressure by the superior. Section 23 of the conflict of interest law prohibits both actual exertion of undue influence and also the appearance of acting in anything but a completely objective manner. Therefore, persons in supervisory positions may not ask their subordinates to work for them in a private capacity or to contribute to any private interest or organization. In such situations, the subordinate employee may feel coerced even if there is no such intent on the part of the supervisor, and it would be impossible to avoid the “appearance” of impropriety in such situations. The limitations of Section 23 also apply to a public employee dealing with vendors and other individuals that the employee regulates. Example: An administrator or School Committee Member is doing substantial renovations on his home, and he knows that a teacher does roofing work on the side. The public employee may not ask his teacher to re-shingle the roof, even if he is willing to pay a fair market wage for the work. If, however, the solicitation is made by the subordinate, either directly or through advertisement, rather than the superior, private employment of the subordinate by the superior may be permissible if the proper public disclosures are made to the superior’s appointing official. Individuals considering such arrangements should contact the Ethics Commission’s Legal Division for specific advice.