

## Policy: Student Toolbox Storage and Removal Policy

To maintain a safe, organized, and professional learning environment, all students enrolled in automotive labs at BYU-Idaho must adhere to the following policy regarding personal toolboxes/tool carts.

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### 1. Requirement for Storage

Students may only store their personal toolboxes (21"x12"x9" MAX SIZE) on campus when they are enrolled in an automotive lab during the current semester. Tool carts/cabinets may not be stored in the ETC lab. Students may store tool carts/cabinets (24"x36" MAX SIZE) that have had prior approval by the Instructor in the Austin lab if they are enrolled in AUTO 351L or 366L.

### 2. Identification and Labeling

While stored in the Austin or ETC labs during the semester, every toolbox/tool cart must be clearly labeled with the student's **full name** and **contact information**.

### 3. Requirement for Removal

All personal toolboxes and tool carts must be removed from the automotive labs and storage areas no later than the **final day of the current semester**.

### 3. Abandoned Property

Any toolboxes/tool carts remaining in the labs after the semester deadline will be impounded.

- **Storage Fees:** If the department is required to move or store abandoned items to clear space for the following semester, the student will be subject to a \$50 storage fee per semester. Students may visit the Automotive Office (AUS 159) to pay their fee and request their toolbox out of long-term storage.

### 4. Disposal of Unclaimed Items

Items that remain unclaimed for **2 semesters** following the end of the semester may be disposed of, sold, or repurposed for departmental use at the discretion of the department.

### 5. Exceptions

Students enrolled in a consecutive semester automotive lab may leave their toolboxes in the lab storage for the following semester.

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