

ADVANCED TRANSPORTATION & MANUFACTURING (ATM)

WELCOME

Spring 2023

Automotive & Related Technology | Collision Repair | Heavy Duty Truck, Transit, & Equipment | Electronics Communication | Hybrid & Plug-in Electric Vehicle | Machine Shop: CNC | Microcomputer Technician | Motorcycle Mechanics | Rail Systems Technology

Welcome to the School of Advanced Transportation and Manufacturing (ATM) at Los Angeles Trade Technical College. The classroom and shop/lab learning environments are designed to simulate the work environment. This guide provides an outline of student expectations in these environments to ensure safety and facilitate good work habits as well as other information.

Week One Checklist



FIRST DAY

Safety glasses worn in shop/lab areas at all times beginning the first day of class. The glasses should have ANSI Z87 rating.



Masks are not required but recommended.



FIRST WEDNESDAY

- **Uniforms** required of all students starting **Wednesday, February 8th**

Uniform Requirements by Program

ATM Pathway professional attire is required of all students to meet industry standards and perform safe practices. All students are required to wear uniforms in class, lab/live shops, and special events.

Program	Head	Top	Bottom	Shoes
Electronics & Microcomputer	safety glasses	ATM black button-up shop shirt	black pants	N/A
Machine Shop & Transportation	safety glasses	ATM black with gray button-up shop shirt	black pants	closed toe & heel and slip & oil resistant

Where to Purchase Shop Shirts

LATTC Bookstore

Building C4 | ground floor
☎ (213) 763-7210

Homeboy Industries

(entrance in the back)
1320 S. Santa Fe Ave
Los Angeles, CA 90021
☎ (213) 623-7955
🕒 Monday – Friday
9:00 am – 5:00 pm

Cordova Uniforms Service

(entrance in the back)
6311 S. Western Ave.
Los Angeles, CA 90047
☎ (323) 971-0397
🕒 Monday – Friday
9:00 am – 5:00 pm



ATM support services



See your ATM Pathway Counselor for challenges with school, home, work, or relationships that may get in the way of **your success**: counseling/advising, financial aid, career planning, student educational plan, graduation review, petition review, transfer, and others support services such as food, housing, etc.

Counselor and Financial Aid Rep SCHEDULES*

	Day Counselor Location: B1-225	Evening Counselor Location: B1-114	Financial Aid Rep
Mon	8:00 – 1:30 (online) [◇]		
Tue	8:00 – 4:00	4:00 – 6:00	
Wed	8:00 – 4:00	4:00 – 6:00	
Thur	8:00 – 1:30		
Fri	8:00 – 12:00 (online) [◇]		



Connect Now ATM Counselor | Maurice Burnett [◇]
<https://lattc.craniumcafe.com/mauriceburnett>

*the availability of counselor and financial aid rep may vary.



ATM Pathway Team Contact Us

B1-225

213.763.7081

ATMpathway@lattc.edu

lattc.edu/ATM

Employment Opportunities and Resources

[LATTC.ATM](https://www.facebook.com/LATTC.ATM)

[LATTC.ATM](https://www.instagram.com/LATTC.ATM)

[LATTC](https://www.linkedin.com/company/LATTC)

	Chair Jess Guerra Guerraj2@lattc.edu		Counselor Maurice Burnett BurnetML@lattc.edu
	Dean Chito Cajayon CajayoF@lattc.edu		Vice Chair Jose L. Ramirez RamirejL2@lattc.edu
	Navigator Marvin Da Costa DacostMB@lattc.edu		Senior Secretary Erin Smith SmithEM@lattc.edu

Lab/Shop General Guidelines

Prevent Injury

- Safety glasses must be worn while entering, exiting, passing through, resting or working in lab/shop areas
- Designated shop/lab areas should only be occupied under the supervision of an instructor during class time
- Bikes, skateboards, etc. must be walked through the shop area
- Keep work environment free of debris and food
- Workbenches are for learning materials, parts, tools, etc.
- Vehicle repairs

Time

- Be on time to class and return from breaks on time

Vehicle Repair

- Vehicles brought in for repairs must be related to current coursework and follow the Vehicle Intake Process (i.e., a car requiring transmission repairs should not be brought in when the course topic is AC/Heating)
- Student parking is Not allowed in the lab/shop
- Vehicles will be towed if not removed last Thursday of the semester

Work Environment

- Maintain a respectful, professional learning environment in the class and lab/shop
- Refrain from using foul or inappropriate language