

**Car Year & Model**

**Maximum Occupancy (Incl. Driver):**

<p><b>Eligible Drivers</b></p>	<ul style="list-style-type: none"> <li>• <b>Drivers must be insured under the CHAPTER NAME policy;</b> CHAPTER NAME cannot accept liability or responsibility for un-insured drivers.</li> <li>• <b>Drivers must complete the vehicle safety training prior to driving the vehicles</b></li> <li>• <b>Drivers must have a clean driving record</b></li> <li>• <b>Drivers must inform designated chapter staff member of any significant changes to their driving record immediately</b></li> </ul>
<p><b>Scheduling</b></p>	<ul style="list-style-type: none"> <li>• <b>Keys for the vehicles are located in the CHAPTER NAME office.</b> Contact CHAPTER NUMBER for code to box (CHAPTER NUMBER on weekends).</li> <li>• <b>Always pick up/return the vehicle to CHAPTER office (CHAPTER ADDRESS).</b></li> </ul>
<p><b>Guidelines</b></p>	<ul style="list-style-type: none"> <li>• Vehicles should be used for the purpose of CHAPTER NAME authorized business only</li> <li>• Driving under the influence is strictly prohibited</li> <li>• Seat belts must be worn by all passengers. The number of passengers may not exceed the number of seat belts available</li> <li>• Per state law, children must be restrained in an appropriate car seat (for their weight and age). CHAPTER NAME does not supply the car seats.</li> <li>• Cell phones must only be used with hands free devices.</li> <li>• Distracted driving is prohibited. This includes: texting, navigation, other. Failure to comply will result in being removed as a CHAPTER NAME driver for the future.</li> <li>• All state and local traffic laws must be strictly adhered to</li> <li>• When the vehicle is unattended, windows must be up and doors must be locked</li> <li>• All drivers must familiarize themselves with the location of the fire extinguisher / first aid kit / reflective triangles, prior to driving</li> <li>• Smoking is not permitted in the vehicle</li> </ul>
<p><b>Maintenance</b></p>	<ul style="list-style-type: none"> <li>• <b>Return the vehicle with a full tank of gas.</b></li> <li>• <b>Make sure the vehicle is clean of all debris/trash before returning keys.</b></li> <li>• <b>Report any maintenance issues, damage, or concerns</b> to CHAPTER STAFF MEMBER EMAIL or CHAPTER STAFF MEMBER NUMBER so we may address them promptly.</li> </ul>
<p><b>Violations &amp; Accidents</b></p>	

Questions or concerns? Contact: **CHAPTER STAFF MEMBER NUMBER and EMAIL**

- **Payment of tickets and traffic violations** is the responsibility of the driver. Please notify CHAPTER STAFF MEMBER EMAIL of any parking violations received against the vehicle within 24 hours.
- Any **moving violations** received in a CHAPTER NAME vehicle must be reported to CHAPTER NAME immediately
- **Should an accident occur (whether or not the other driver is present) please:**
  - If anyone is injured, apply First Aid care and/or call 911
  - Remain at the scene and do not admit fault
  - Call the police to report the accident
  - Call the insurance company to report the accident
  - Do not discuss the details of the accident with anyone except the police, insurance company and the CHAPTER NAME insurance administrator
  - Collect the following information:
    - Time and date of accident
    - Place of accident (address, city, state)
    - Police report number (if applicable)
    - The number of passengers that were in the vehicle
    - Provide names and phone numbers of any witnesses who can provide clear statements
    - Make, model and license plate of the other vehicle(s)
    - Details/photos of the damage to the CHAPTER NAME vehicle and the other vehicle(s)
    - Other driver's name, address and insurance carrier and policy number, and phone numbers
  - Notify CHAPTER NAME of the accident by contacting CHAPTER STAFF MEMBER at CHAPTER STAFF MEMBER NUMBER immediately, and by e-mail at CHAPTER STAFF MEMBER EMAIL with the same information (within 24 hours)
  - If the driver of the other vehicle(s) is not present leave a note attached to the vehicle(s) along with a CHAPTER NAME business card in a secure place (located with vehicle registration)
  - Complete an incident report form

## Documents

- **A copy of the vehicle registration, insurance card, CHAPTER NAME business cards, MVA Disability Parking Certification and incident report forms can be found in the vehicle.**

Updated on 10/16/18