<table>
<thead>
<tr>
<th>Car Year &amp; Model</th>
<th>Maximum Occupancy (Incl. Driver):</th>
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### Eligible Drivers
- **Drivers must be insured under the CHAPTER NAME policy;** CHAPTER NAME cannot accept liability or responsibility for un-insured drivers.
- **Drivers must complete the vehicle safety training prior to driving the vehicles**
- **Drivers must have a clean driving record**
- **Drivers must inform designated chapter staff member of any significant changes to their driving record immediately**

### Scheduling
- **Keys for the vehicles are located in the CHAPTER NAME office.** Contact CHAPTER NUMBER for code to box (CHAPTER NUMBER on weekends).
- **Always pick up/return the vehicle to CHAPTER office (CHAPTER ADDRESS).**

### Guidelines
- Vehicles should be used for the purpose of CHAPTER NAME authorized business only
- Driving under the influence is strictly prohibited
- Seat belts must be worn by all passengers. The number of passengers may not exceed the number of seat belts available
- 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.
- Cell phones must only be used with hands free devices.
- 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.
- All state and local traffic laws must be strictly adhered to
- When the vehicle is unattended, windows must be up and doors must be locked
- All drivers must familiarize themselves with the location of the fire extinguisher / first aid kit / reflective triangles, prior to driving
- Smoking is not permitted in the vehicle

### Maintenance
- **Return the vehicle with a full tank of gas.**
- Make sure the vehicle is clean of all debris/trash before returning keys.
- **Report any maintenance issues, damage, or concerns** to CHAPTER STAFF MEMBER EMAIL or CHAPTER STAFF MEMBER NUMBER so we may address them promptly.

### Violations & Accidents

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

• 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.