

COURTESY CAR DRIVER GUIDELINES

Guest Pilot / Vehicle Operator by accepting use of courtesy car, accepts and agrees to the following terms and conditions:

1. Assume personal responsibility that the automobile is in proper operating condition, clear of snow and ice (in winter months) and that visibility is unrestricted.
2. Agrees to obey the laws, federal, state and local, drive with diligence and abide by the provisions of the courtesy car program at all times.
3. Turn off ignition, remove key and lock vehicle when unattended.
4. Operating courtesy car off roadway is not permitted.
5. Smoking in the courtesy car is not permitted.
6. Open alcoholic beverages are not permitted in the courtesy car.
7. Driver shall not use cell phone or any type of earphone equipment while driving the courtesy car.
8. Driver assumes all responsibility for all fines resulting from traffic or parking violations arising out of the use of the courtesy car while the courtesy car is entrusted to Driver.
9. Assure no other person will be courtesy to operate the courtesy car entrusted to Guest Pilot's control.
10. The number of passengers may not exceed the number of seat belts. All occupants of the courtesy car are required to wear seat belts at all times.
11. Assure all passengers will adhere to all safety rules at all times.
12. Accident reporting is required.
 - a. Call 911 if there are injuries.
 - b. If no injuries, call the local law enforcement.
 - c. Obtain and document all information for the accident investigation form provided.
 - d. Provide the other party with insurance information contained in the vehicle, as well as your name, address and phone number.
13. Drive with diligence at all times, comply with state and local laws and regulations.
14. If Driver concludes that the courtesy car or conditions are unsafe, the final decision rests with the driver.
15. Acknowledge that privilege to operate courtesy car shall be revoked immediately upon failure to comply with terms and conditions of courtesy car program or satisfaction of records.

By signing below, Guest Pilot or Courtesy Car Operator affirms possession of a valid driver's license and liability insurance; acknowledges receipt of these Guidelines; and agrees to comply with all terms and conditions of the above Guidelines.

Guest Pilot's Printed Name	Signature	Date
(street address, city, state and zip)	(phone number)	(Driver's License #)
Signature of FBO	Date	

**Guest Pilot / Courtesy Car Operator to Attach Proof of Illustrate copy of valid
Driver's License.**