

# **Midwest National Air Center**

## **Airport Courtesy Car Policy**

Visitors to Midwest National Air Center will have access to an airport courtesy car. Use of the car is limited to short trips in a 25 mile radius from the airport. The car will be provided free of charge. Users will need to provide proof of insurance and a license to drive; liability for use of the car is assumed by the user. Overnight use of the car can be arranged in special circumstances.

### **Use of the Courtesy Car**

The courtesy car can be utilized to any fly-in visitor of the Midwest National Air Center, provided:

- They have a valid United States driver's license.
- They have proof of current car insurance.
- They sign the Use of Airport Courtesy Car form which indemnifies the County from all claims regarding their use of the courtesy car.
- They are over the age of 21.

### **Use of the courtesy car is restricted by the following:**

- Only the individual providing driver's license and insurance information is allowed to operate the car.
- The car can only be used for a period of no longer than two (2) hours unless special arrangements have been made with the Airport Manager.
- The car can only be taken to areas within a twenty-five mile radius of the Midwest National Air Center.
- Maps highlighting this area can be obtained from the Airport Manager.

### **While using the courtesy car, drivers are required to follow all applicable laws of the State of Missouri. In addition they are required to observe the following:**

- Prohibited from the consumption of any alcohol or other chemical which may impair driving ability during the period in which he/she is in possession of the courtesy car. May not operate the courtesy car while under the influence of alcohol or other chemical which may impair driving ability.
- Agrees to refrain from the use of a cellular phone to talk, text message, or otherwise communicate while operating the courtesy car.

### **Reserving the Courtesy Car**

No reservations will be accepted for use of the courtesy car, except in cases where the car is needed overnight (see Section 3). Use of the car will be on a first-come, first-serve basis.

### **Use of the Courtesy Overnight Car**

For fly-in visitors staying overnight in Clay County, use of the courtesy car during overnight hours can be arranged with the Airport Manager; such arrangements must be made by noon the day of use.

The following restrictions apply:

- Fly-in visitors cannot take the car before 4:30 p.m. and must return the car no later than 8:30 a.m. the following day. If this occurs on a Saturday or during a period when the terminal building is close, keys will be left in the locked drop box at the terminal building.
- Fly-in visitors will be required to list the location they will be staying overnight, as well as any anticipated stops for food, etc. before taking the car.
- All other restrictions listed above will apply.

For fly-in visitors arriving after business hours (8:00 a.m. to dusk, Monday-Friday), use of the courtesy car can be arranged prior to noon on the day of use. The following restrictions apply:

- Copies of the user's driver's license, insurance, and signed Use of Airport Courtesy Car form must be e-mailed or faxed to the Airport Field Manager by noon on the day of arrival.
- Keys to the car will be secured and the airport field manager will provide the pilot with the means of accessing the keys on arrival.
- All other restrictions listed above will apply.

Use of the courtesy car over multiple days (including weekends) will not be allowed.

### **Additional**

**Cost for use.** There is no cost for use of the courtesy car at the airport. Monetary donations and refueling of the car after use are graciously welcomed.

**Responsibility for moving violations, etc.** Users are solely responsible for any legal action which may stem from their use of the courtesy car, including tickets, law suits, or repair costs.

If a user of the courtesy car does not return the car as scheduled, airport staff should contact the Clay County Sheriff's Office. In cases where the courtesy car is returned damaged, airport staff, with the assistance of Risk Management, will be responsible for filing a claim and arranging for repairing damage.

**Inspections.** Airport Staff shall conduct pre and post trip inspections of the vehicle. Any damage to the vehicle shall be immediately reported to the Airport Manager. A property damage report shall be filed and submitted to Risk Management and Law Enforcement if needed.