

## Sightmobile common sense rules

1. Keys will be supplied by the Maintenance Coordinator, they are signed out in the driver's name. You are responsible for the keys, handing them to someone else is no excuse, the keys have a replacement value of about \$75.00. Please return them to the Maintenance Coordinator
2. If you find anything wrong make a note of in the log book and email the **maintenance coordinator & scheduler**. Also call **scheduler** if problem will compromise the next screening from being able to be done before repaired.
3. The Sightmobile is not to transport your clubs belongings to the screening sight. For instance if your club is holding a chicken barbeque at the same time as the screening you are not allowed to swing by a club members home and pick up the grill and then stop at the store to buy more barbeque sauce for the outing. The Sightmobile is not to be used to run errands. It can only be moved from pickup or home base directly to the screening site.
4. Over night use of the Sightmobile can only be done with the direct consent of the board. A letter must be written in advance and it will be brought up at a board meeting and voted on it. So the letter must be submitted in time for the scheduled board meeting otherwise there will be no overnight. The scheduler can help in certain situations. Don't assume it will be all right. Remember we are just care takers of this coach and we have to answer to over 1,200 Lions & Leos in our district on were the coach is 24 hours of the day.
5. Let the local police department know where the Sightmobile will be if left overnight (a school) and ask if they could step up patrols around the unit during its stay. And its not a bad idea if some of your club members who live in the area where its being stores overnight to drive by and take a look to see if everything is all right. Remember its your Sightmobile too.
6. Any damage needs to be reported as soon as possible. If the damage is something that will compromise the next screening then its up to the driver to make a phone call to the **maintenance coordinator and scheduler** and speak to them or leave a message on voicemail about the repair.
7. If you ask a certified driver to drive for your club, stay in touch something may come up and change their availability for the day of your event. If a club asks you to drive, stay in touch with the contact from that club. Remember who this person is write their name down ask for their phone numbers and get back to them sometimes the clubs get overwhelmed with a club project and they will completely forget to recall you to confirm you will be free on that day.
8. Make it a point that day you have committed to drive is their day. Ask in advance how long the screening will last. With this information you can plan a pickup time and plan when you will be arriving home. Keep in mind when you get to the screening site, ask yourself can I get out of here without disturbing the rest of the outing? Don't get trapped in where the screening is done at 2:00 pm and you are blocked in till 8:00 pm. This could ruin your day.
9. Clubs should schedule the coach with planning for travel time to and back from events. For instance if your club event is from 9:00 am to 3:00 pm and it take a hour to get to your event then your club should be requesting the coach from 7:30 am to 4:30 pm so you have time to get to your event and set up and then break down event & back with coach.
10. Rushing will only lead to costly mistakes. If you need to be at the site at a certain time then just concentrate on driving and setting up the Sightmobile. Not on having to run 50 errands before picking up the coach. The Sightmobile board would rather you not pickup the Sightmobile and cancel the screening to a later date than to rush around trying to pickup, get to the site, set up the tables, etc. And do most things halfway, we find this will only lead to damage of the Sightmobile and the equipment on board. Try to ask as many questions as you can about the screening so you can plan your day if you know you will be blocked in for a few hours then the driver can plan on it. We try to encourage the clubs to limit the screenings to 4 hours. The best time as we have been finding out is 10:00 am to 2:00 pm

### **Sightmobile facts when considering a parking spot.**

1. **The Sightmobile is 26 feet in length**
2. **The Sightmobile is 9 ½ feet in height**
3. **The Sightmobile is 8 feet wide**
4. **The Sightmobile weighs in at 10,360 pound or about 5 tons**
5. **Generator exhaust should preferable be pointed away from buildings**
6. **Keep in mind the fire and emergency zones. Can a fire apparatus safely get around the Sightmobile to perform their job? Any question do not hesitate to contact the local fire department for assistance.**