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### Pilot Agreement to Policies

I \_\_\_\_\_ understand that piloting a trishaw is a privilege. I agree to follow all training and expectations provided to me and acknowledge that if I do not, I will no longer be considered a CWA pilot.

- Pilots must attend an annual training.
- Pilots are expected to pedal a minimum of 2 hours per month, or a total of 30 hours annually.
- If you accept a shift, our passengers are counting on you. Please make every effort to show up as scheduled. If it is not possible, please contact the program coordinator as soon as you know you will not be able to fulfill your time commitment.
- Please dress in a neat and clean manner. If provided a shirt or ID, please wear it as it identifies you as a pilot. Shoes which secure your toes are required for piloting, no flip flops.
- Background checks are done annually. If pilots receive any tickets or notice of violation of any laws in the interim, they must let the local volunteer coordinator know.
- I agree to follow all policies and practices of each organization where I pedal and understand that they are subject to change without notice.
- I promise to treat all passengers with dignity and respect.
- I agree to complete a maintenance check on the trishaw at the beginning of my shift and complete the form to communicate any and all maintenance needs.
- Routes will often be pre-determined, please inquire with the host before changing the recommended route.
- The maximum speed is a brisk walking pace, around 4-7 MPH
- Safety -
  - The most common influencers of crashes, especially when combined, are:
    - T - Turning
    - O - Out of Balance Weight
    - S - Speed
    - S - Slope
  - 5 touch points must be maintained
    - 2 hands
    - 2 feet
    - Seat

- Pilots should arrive with a charged mobile phone to be used while volunteering for emergency communication only.
- No smoking, alcohol or drugs are allowed while volunteering.
- Personal belongings should not go along on the trishaw whenever possible, and should be secured either way.
- Donations should be placed in a sealed envelope and turned in to the program leader of the organization for which you are pedaling. Tips are NOT allowed and are considered program donations.
- Pets/Animals are not allowed on the trishaws or to run along with the trishaws.

**Termination of Service as a Pilot:** I am aware that failure to follow the policies outlined in the Wisconsin Bike Fed CWA Pilot Policies and Procedures may result in a discontinuance of volunteer pilot status. The following practices, though not all-inclusive, would discontinue the service of a pilot:

- Discourtesy to passengers, staff, family members, other pilots, or community members.
- Misuse of the trishaw
- Dishonesty or theft
- Being under the influence of drugs or alcohol while piloting
- Use of abrasive language
- Breach of confidentiality (see: Procedures)
- Continued absence or cancellations without notice
- Not following the safety procedures
- Allowing non-pilots to drive the trishaw

**I have read the policies and procedures and willingly comply.**

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**Printed Name**

**Date**

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**Signature**