



Airport Information Reporting for Oregon (AIRO) Volunteer Guidelines

Volunteer's Name:	Date of Appointment:
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The Volunteer agrees to accept assignment of _____ airport for a period of ____ year(s).

THESE GUIDELINES are established in order to provide information to AIRO Volunteers working at State-Sponsored airports in Oregon.

VOLUNTEER OBLIGATIONS:

1. Conduct monthly inspections in order to report on conditions of safety, security and maintenance at their designated airport. Forward completed checklist to Oregon Department of Aviation (ODA) within the month of inspection. Immediately report to ODA all items related to safety and/or security at their designated airport.
2. Attend initial volunteer training and once-yearly follow-up training.
3. Conduct activities in a safe manner and comply with all airport rules and regulations while performing AIRO activities at designated airport. Review safety literature prior to each airport inspection. Exercise extreme caution at all times.
4. Notify ODA prior to making airport visits.
5. Report any injuries incurred while completing AIRO duties, to an ODA representative within two working days of the injury.

IN ORDER TO ENSURE YOUR OWN PERSONAL SAFETY, ODA RECOMMENDS THAT THE VOLUNTEER PROVIDE THE FOLLOWING ITEMS:

1. First Aid Kit
2. Drinking Water
3. VHF Radio tuned to the airports CTAF/UNICOM frequency or Personal Cell Phone
4. Sturdy leather shoes or boots and appropriate clothing for the weather
5. Personal vehicle for transportation to and from the airport. Vehicle should be parked in appropriate areas when at the airport. Remain clear of aircraft operation areas.

VOLUNTEER GUIDELINES:

1. Wear ODA-supplied safety vest when at the airport.
2. Discontinue work in inclement weather and during times of reduced visibility. Do not work in ice, snow or fog.
3. Furnish and arrange for your own transportation to and from the airport.
4. Do not possess or consume alcoholic beverages while at the airport.
5. Pick up litter around the airport during monthly visits as time allows. Litter bags and ties will be provided by ODA.
6. Take appropriate precautions to avoid hazardous materials/substances. Report location and description of the material/substance to an ODA representative.

Volunteer arrangement may be terminated by either party at any time upon notification of the other party. Volunteer must return ODA-owned equipment and materials upon request.

By signing this form, I acknowledge understanding of these obligations and guidelines. Additionally, I have received a copy of aforementioned obligations and guidelines for my reference.

Volunteer:

ODA Representative:

Signature

Print Name

Date

Signature

Printed Name and Title

Date