

Trailer/Boat Departure Form

Minimum age of Driver must be 21 Years

1. Authority to tow CYC trailers or use boats and equipment rest with the Jr. Program Director and the CYC Club Manager. All drivers, including alternates, towing CYC trailers must be trained by the Jr. Program Director.
2. This form **MUST** be completed by the primary driver of the towing vehicle **prior** to trailers departing from the premises.
3. Follow the steps on page 2 which will walk you through the process.

Event _____ Destination _____

Departure Date _____ Return Date _____

Primary Driver _____
Name Driver License #

Alternate Driver _____
Name Driver License #

Tow Vehicle Registration# _____ Expiration Date _____
 Copy of registration on file

Tow Vehicle Proof of Insurance _____ Expiration Date _____
 Copy of registration on file

Description of CYC equipment being towed:

I, _____ understand, <small>Printed name</small>
<ol style="list-style-type: none">1. All of the above information must be complete and accurate,2. Copies of items marked * have been provided to the Jr. Program Director,3. Registration and proof of insurance will be carried in the tow vehicle at all times,4. I will notify CYC of any defects of trailer or situations that occur while in possession of trailer5. CYC Insurance coverage is secondary to primary coverage of tow vehicle.
_____ <small>Signature</small>
_____ <small>Date</small>

Approved by Jr. Program Manager _____ Date _____
Approved by CYC Manager/Asst. Mgr _____ Date _____

Instructions for Authorization to Tow a CYC Trailer or Boat

All drivers must be a minimum of 21 years of age and authorized to tow a CYC trailer or boat.

1. Please contact the Junior Director at least 3 days before needing a trailer and/or boat.
2. The Jr. Director will provide you with the training needed to assure safe towing.
3. Fill out the information on the Trailer/Boat Departure form completely.
4. Have the Jr. Director sign the form.
5. Have the CYC General Manager or Assistant Manager sign the form.
6. File with Jr. Program Director/Take a copy for your records.
7. In case of emergency, contact the CYC main office and Manager on duty at 619-435-1848 during normal business hours. If the main office is closed, contact the Junior Director via cell.

Responsibilities of Tower

Before departing it is the towing driver's responsibilities to check the following items. ***If any maintenance is needed it is the responsibility of the driver to notify the Jr. Director and Head of Maintenance.***

1. Safety Chains
2. Tire Condition
3. Trailer lights
4. Overall trailer condition