

**STATE OF OREGON  
CONDITIONS OF VOLUNTEER SERVICE**

As a volunteer working in a State of Oregon agency, you need to understand the extent to which you are covered by State of Oregon insurance for liability and personal injury/illness. Please read the following carefully and sign below.

**Tort Liability**

You will be protected from civil liability for injuries or damage to the person or property of others, subject to the following general conditions:

1. You are working on a state agency task assigned by an authorized agency supervisor;
2. You limit your actions to the duties assigned; and
3. You perform your assigned tasks in good faith, and do not act in a manner that is reckless or with the intent to unlawfully inflict harm to others.

The conditions and limits of this protection are as stated in the Oregon Tort Claims Act, ORS 30.260-300, and Oregon Department of Administrative Services Risk Management Division Policy Manual, 125-7-202.

**Motor Vehicle Liability**

If you use a personally owned vehicle in the course of your duties, you are required to have automobile liability insurance to provide your primary coverage for any accidents involving that vehicle. State provided auto liability coverage will apply on a limited basis only after your primary coverage limits have been used.

**Medical/Disability Insurance**

It is your responsibility to provide whatever personal medical insurance coverage you desire. The agency **does not** provide workers' compensation or medical insurance coverage of any kind for your injury or illness incurred on the job.

**Reporting Responsibility**

Any time you are involved in any accident or exposed to a potential liability situation while performing assigned duties, you must inform \_\_\_\_\_ (name or title) as soon as possible.

**Assigned Duties** (Note if any document is attached or referred to for details)

**See Attached Page**

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**I HAVE READ AND UNDERSTAND THE ABOVE DUTIES AND CONDITIONS OF VOLUNTEER SERVICE.**

**Please Print Information**

Name (Last, First, M.I.)	Date
Address	Telephone
City, State, Zip	Signature
In case of emergency, please notify (NAME)	
Relationship	Telephone
Agency Supervisor	Telephone
Title	Date

#### Duties:

- Conduct monthly inspections in order to report on conditions of safety, security and maintenance at their designated airport.
- Areas to be inspected are listed on the ARIO inspection log.
- Pick up litter around the airport during monthly visits as time allows. Litter bags and ties will be provided by ODA.
- Inspect restrooms for cleanliness
- Attend initial volunteer training and once-yearly follow-up training.
- Immediately report to ODA all items related to safety and/or security at their designated airport.
- Review safety literature each time prior to an airport inspection.
- In the event that any hazardous items are found, do not touch them. Take appropriate precautions and report the location and description of the material/substance to an ODA representative.
- Wear ODA-supplied safety vest and ID badges when inspecting the airport.
- Forward completed checklist to Oregon Department of Aviation (ODA) within the month of inspection.
- Report any injuries incurred while completing AIRO duties, to an ODA representative within two working days of the injury.

#### Guidelines:

- Conduct activities in a safe manner and comply with all airport rules and regulations while performing AIRO activities at designated airport.
- Perform inspections only during daylight hours.
- Discontinue work in inclement weather – especially in time of reduced visibility. Do not work in ice, snow or fog.
- Do not inspect private property (hangars, land, aircraft)
- Tune and monitor your VHF radio to the airports CTAF/ UNICOM frequency (handheld if volunteer has one).
- Appropriate conduct is expected at all times and exercise extreme caution.
- Park vehicles in the airport parking areas, and not on the runway or taxiway, or as otherwise directed by an ODA representative during an activity.
- Remain clear of aircraft operation areas.
- Do not possess or consume alcoholic beverages while at the airport.
- Notify ODA prior to making airport visits, so NOTAMS may be issues if necessary.