



Corvair Preservation Foundation

An Affiliate of the Corvair Society of America (CORSA)

Operating Procedure

Approved: 05/16/01

Title: Property Transportation Procedure

Scope/Purpose: To establish requirements and procedure for transporting CPF property.

Applicability: Applies to all people and organizations

Procedure

Documents pertaining to this procedure are:

[CPF Property Loan Procedure](#)

[CPF Property Loan Agreement](#)

The Museum Curator has been delegated the responsibility of maintenance, upkeep, security and safety of the CPF property, with the aid and advice of the Museum Operations Manager and CPF Historian. All requests to transport CPF Property should be directed to and approved by the Museum Curator.

A request to transport CPF property shall be submitted in writing to the Curator. The request shall include at a minimum the requestor's name, phone and address, the date, name of property and purpose of the transportation, shipment method, and plans for insurance, if required. It is the responsibility of the requestor to provide this information in full. The Curator will review the request and obtain additional information from the requestor if needed.

For CPF property that cannot be handled by a professional parcel delivery service such as U.S. Mail, UPS or the like, these requirements shall be followed:

1. The property will be transported in an enclosed vehicle. The Curator shall also know what type and approve the vehicle to be used.
2. The requestor is to specify who will be operating the transportation vehicle, if not by professional service, and in charge of CPF property while on loan. Only those with an appropriate license or experience shall be given permission to transport certain CPF property such as if private trailering of a car is planned.
3. CPF Museum Curator will determine the insurance requirements if any, in consultation with CPF's insurance carrier for the entire transportation time. Before any property is transported the requesting organization will either provide proof of adequate insurance for

the loaned property for the term of the transportation or shall reimburse CPF for insurance purchased through its insurance carrier.

The requesting organization(s) will pay all other expenses incurred with the transportation of CPF property, including security.