



**DOCENT CORPS OF THE CALIFORNIA VEHICLE FOUNDATION  
CALIFORNIA AUTOMOBILE MUSEUM  
ORGANIZATION AND POLICIES**

**NAME**

The name of the organization shall be “Docent Corps of the California Vehicle Foundation” (Corps).

**PURPOSE**

The purpose of the Corps shall be to develop and maintain docent training and other educational programs appropriate to, and consistent with, the goals and purposes of the California Vehicle Foundation (CVF).

In keeping with these goals and purposes, no docent or individual representing the Corps shall engage in any activity or purpose which is inconsistent with CVF policy without prior approval from the CVF Board of Directors.

**MEMBERSHIP**

Membership in the Corps includes the Docent Council members; members of the Standing Sub-Committees; and all active docents.

Any person who

- 1) has completed the Docent Training Course,
- 2) when on active status, appears for scheduled shifts and satisfactorily performs docent duties
- 3) when on other than active status maintains involvement with the docent program and projects.

is eligible for membership in the Docent Corps.

Membership classifications are:

- 1) active
- 2) inactive

The Membership Committee Chair shall maintain accurate records of all individuals who have completed the Docent Training Course and their membership classification.

The Docent Council shall establish requirements for maintaining membership in the Corps.

When, in any six month period, a Docent Council member has not fulfilled the requirements for maintaining membership, the member shall be contacted by a member of the Membership

Committee to determine the cause and to make a report to the Docent Council. The Committee shall take one of the following actions:

- 1) request additional information from the member
- 2) place the member on leave of absence
- 3) discontinue the individual's membership.

A member of the Docent Council may request a leave of absence for a period of not more than one year at any time.

## **DOCENT COUNCIL**

The activities of the Corps shall be administered by a Docent Council, members of which shall be members of the California Vehicle Foundation.

The Docent Council shall consist of the following elected officers: Chair, Vice-Chair, Secretary/Treasurer, as well as the Immediate Past-Chair; and the appointed Chairs of the following Standing Sub-Committees: Membership, Training, Speakers' Bureau, Special Events and Newsletter.

### **Election and Terms of Office**

The elected members of the Docent Council shall be elected by the Corps from among its members.

The term of office for the elected Docent Council members is three years. They shall serve for no more than two consecutive terms in the same position. To the extent possible, term limits shall be staggered and no more than two officers shall be replaced in any one year. Sub-committee chairs are appointed by, and serve at the pleasure of, the Chair of the Docent Council.

Any Docent Council member may resign at any time by giving written notice of such resignation to the Docent Council.

Any vacancy on the Docent Council occurring during the year shall be filled for the unexpired term by vote of the Docent Council members at a properly called meeting.

Failure of a Docent Council member to perform satisfactorily the duties of the office shall be investigated by the Chair of the Docent Council and findings presented to the Docent Council. A Docent Council member who fails to attend three (3) consecutive Docent Council meetings or a total of four (4) within a twelve (12) month period shall also be investigated and findings presented to the Docent Council. In the event correction cannot be achieved, the Docent Council may declare the position vacant and the Docent Council Member so advised.

## **DUTIES OF ELECTED DOCENT COUNCIL MEMBERS**

The Chair shall preside over all meetings of the Docent Council and Corps and is an ex-officio member of all standing and ad hoc committees except for the Nominating Committee.

The Vice-Chair shall assume the duties of the Chair whenever he/she is unable to perform such duties.

The Secretary/Treasurer shall maintain the Minutes and record of all Docent Council and Corps meetings and actions. He/she shall perform all correspondence activities for the Docent Council and Corps and maintain files thereof. He/she shall also maintain records of all financial transactions of the Docent Council and Corps, all of which shall be consistent with the California Vehicle Foundation's 501(c)(3) status.

## **MEETINGS**

The Chair shall preside at all meetings of the Docent Council and the Corps. In his/her absence the Vice-Chair shall preside and, if he/she is also absent, the Docent Council members shall elect a Chair pro tem from among their number.

The Corps shall be called to an annual membership meeting (typically in August), the time and place of which shall be determined by the Docent Council at the first meeting of the current year. The Corps membership shall be notified of this meeting in currently accepted format. Election of new Docent Council officers shall be the principal business of this annual meeting, but it shall be a regular business meeting for all practical purposes.

The Docent Council officers of the current year shall remain in office until their successors assume office at the first meeting of the following year. To ensure continuity, the newly-elected officers will be expected to participate in Docent Council meetings for the remainder of their election year. After their installation, the new Docent Council officers shall establish the time and place for monthly Docent Council meetings for the remainder of the calendar year.

A regularly scheduled meeting may take place when a quorum has been established. A minimum of five members present shall constitute a quorum when not all offices are filled, with a minimum of three votes required to pass a motion brought before the Council.

The Docent Council shall conduct a regular meeting monthly. Every effort will be made to conduct the business of the Docent Council at regular meetings. Special meetings may be called in emergencies by notifying all Docent Council members in currently accepted format of the time, place, and purpose of the meeting. The business of a special meeting is limited to those purposes for which it was called.

## **COMMITTEES**

Training Committee: responsible for the structure and content of the Docent Training Program and for keeping the program content within the goals and purposes of the California Vehicle Foundation.

Membership Committee: responsible for year-round recruiting of docents and maintenance of docent membership records.

Speakers' Bureau Committee: responsible for promoting Museum awareness to the general public through a Speakers' Bureau.

Special Events Committee: responsible for coordinating fundraisers and other events that fall within the responsibility of the Council.

Newsletter Committee: responsible for producing the monthly Docent Newsletter, including content, calendar and circulation.

Nominating Committee (ad hoc): selects a slate of candidates for election to the Docent Council and secures the consent of the candidates. Nominees shall be members in good standing of the Corps.

Ad hoc committees may be established by the Docent Council for consideration of a specific topic not in the purview of Standing Committees. An ad hoc committee is dissolved when the Docent Council has accepted its report. The Chair will appoint the membership and name the chair for ad hoc committees when they are established.

See Appendix 3 for detailed duties of each committee chairperson.

## **FINANCIAL**

The financial records of the income and spending of the Corps shall be included in the California Automobile Museum's Statement of Financial Activity. The details of these records are open for audit/review by the CVF Board of Directors. Funds within the Corps account are restricted for use by the Council in accordance with the Council's Purpose. However, docent funds may be approved for purposes in keeping with the overall improvement of Museum operations. Expenditure of these funds may be accomplished only when approved by a quorum at a meeting of the Docent Council. Planned expenditures in excess of \$1500 shall be made known to the CVF Board of Directors at their next regularly scheduled meeting.

## **RULES OF PROCEDURE**

Amendments to the Organization and Policies statements contained herein may be processed through normal parliamentary procedures at a meeting of the Council. Voting for revision of these Policies shall not become final until the Council has had prior written notice of the time and place for such vote.

The Docent Council shall have the authority to make non-substantive technical, editorial and clerical corrections to keep this Organization and Policies document clear, consistent and correct without the need to record such corrections as a formal amendment.

Robert's Rules of Order, latest edition, shall be the guide to parliamentary procedures in conducting the business of the Docent Council and Corps unless a different procedure is established in these Policies.

These Policies shall take effect as soon as approved by the Docent Council and accepted by the CVF Board of Directors.

## **APPENDICES**

1. Organization Chart
2. Docent Corps Policies
3. Sub-Committee Chairs' Responsibilities
  - a. Special Events
  - b. Speakers' Bureau
  - c. Membership
  - d. Training
  - e. Newsletter
4. Docent Corps Activity Schedule
5. General Safety Rules

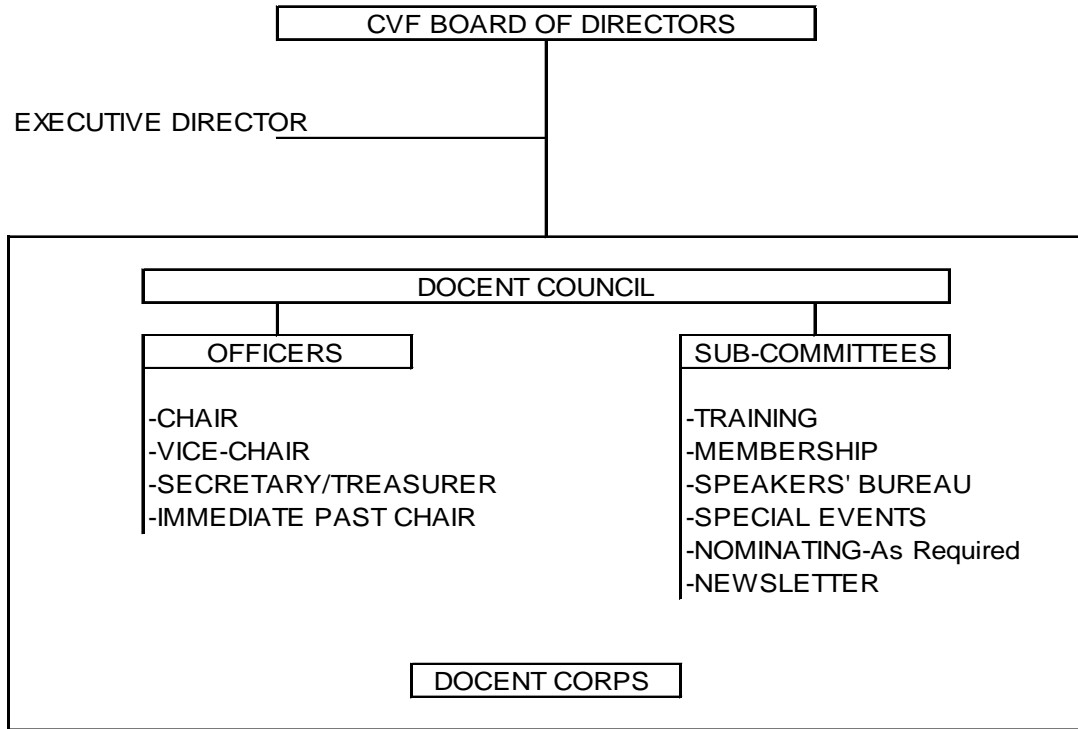
6. Docent Dress Code

7. Policy on Protection and Preservation of Artifacts

## **REVISION HISTORY**

- |           |   |
|-----------|---|
| 12-2-1987 | First draft   |
| 2-2-1988  | Add second paragraph in PURPOSE section; add wording to TREASURER'S duties; change wording in fourth paragraph in MEETINGS section  |
| 2-3-1988  | Change wording in second paragraph in PURPOSE section   |
| 6-25-2008 | Complete update. Change from Bylaws to Organization and Policy format. Add Appendices. Accepted by the CVF Board of Directors   |
| 6-3-2009  | Change name of Museum from Towe Auto Museum to California Automobile Museum; revise term limits on Page 2; replace paragraphs 2, 3 and 4 with new paragraphs; revise Appendix 4.  |
| 5-4-2010  | Page 1: display new logo; Page 2: Docent Council members shall be members of the California Vehicle Foundation; Page 3: combined duties of Secretary and Treasurer; Page 4: revised use of docent funds; Page 6: revised organization chart; specify gender-neutral chair positions throughout. |

APPENDIX NO. 1



## APPENDIX 2

### CALIFORNIA VEHICLE FOUNDATION California Automobile Museum DOCENT COUNCIL POLICIES

#### I. Docent Eligibility

- A. Active docents should be current members of the California Vehicle Foundation.
- B. Docents should be at least 18 years of age; any exceptions will be considered by the Docent Training Coordinator and the Council on a case-by-case basis.
- C. Docents must be physically able to fulfill their commitment.
- D. Initial commitment: When individuals graduate from the Docent Training Course and become a docent, they are asked to commit to:
  - 1. One four-hour shift every other week for two years (104 hours/year); or,
  - 2. At least 52 four-hour shifts over a two-year period; or,
  - 3. A special commitment agreed upon by the Scheduler (Front Desk) and the prospective docent before the Docent Training Course begins.
- E. To retain active status after the initial two-year commitment, docents should work at least 12 four-hour shifts, or the equivalent, per calendar year.
- F. Docents who are temporarily unable to fulfill their commitment may be put on inactive status and not be assigned shifts.

#### II. Duties and Responsibilities

- A. Docents must abide by, and enforce, the policies of the CVF, the Docent Council and the California Automobile Museum and report violations to the Executive Director.
- B. The Museum Director, or designee, is the supervisor of the docents while they are on duty.
- C. The scheduled docents should conduct any tours which occur on their shifts, with assistance from other docents and volunteers as needed.
- D. When appropriate, docents are invited to tell visitors about the future plans of the Museum. They should always speak positively about Museum operations, staff, volunteers, visitors and other docents.
- E. Docents should arrange for backup coverage if they leave the floor. Docents should always notify the Front Desk when leaving the floor. Rest periods should be appropriate to the number of visitors in the Museum.
- F. Docents may eat while on shift, but must do so in the office area or some other place remote from the Museum floor.

G. Behavior considered to be inappropriate or negligent will be investigated by the Chair and submitted to the Docent Council for appropriate action. This action could include removal from Active Docent status and/or restriction from docent duties.

### III. Training

A. The docent training program shall be administered by the Docent Training Coordinator, who is appointed by and serves at the pleasure of the Chair of the Docent Council. His or her duties are defined in Appendix 3.

B. Except under special circumstances, docent trainees shall pay a fee for the Docent Training Course, to be set by the Docent Council. The fee may be refunded at any time prior to the third training session. Partial or full scholarships may be awarded at the pleasure of the Docent Training Coordinator and the Docent Council.

C. The Docent Training Course should include information on the following: History (of the automobile and its technology, the auto industry, the Museum and the CVF); the socio-economics of the automobile age; touring techniques; interpretation of artifacts; the Museum's exhibits; and Museum and Docent Council policies and procedures.

D. Trainees should not miss more than three of the training classes. Trainees should make up missed classes by means of watching the videos. They, and the means to watch them, are available in the Museum between classes.

E. Trainees who have successfully completed the Docent Training Course will be recognized at a graduation ceremony, and will receive an official California Automobile Museum Docent badge.

F. After graduation, active docents are encouraged to attend at least three docent class sessions per year. These will be free of charge, unless they desire a new Handbook, which can be purchased for the cost of printing. Three or more sessions in one year qualify the active docent for "Post Graduate" recognition. Due to frequent changes in Museum exhibits, active docents are additionally encouraged to repeat the entire course every five years. Additional training will be free of charge unless a new Handbook is desired which can be purchased for the cost of printing.

G. The Docent Training Course will be open, on a space-available basis, to CVF members who are interested in the training but do not wish to become docents. The cost of the course will be discounted for CVF members.

### IV. Scheduling

A. Accommodation of Docents' Needs: Every attempt will be made to accommodate docents' special needs such as work schedules, illnesses, vacation, trips and other schedule conflicts.

B. Docent Schedule Calendar: This calendar is published on a regular basis. Docents should notify the Scheduler (Front Desk) of any permanent scheduling change requests. The Calendar is available at the Docent Resources Desk, is included in the Docent Newsletter, and is available on-line at the Museum's website.

C. Shifts: The regular shifts are:  
-10:00 A.M. to 2:00 P.M. Docents are requested to raise the American flag at the beginning of the shift.

-Noon to 4:00 P.M.

-2:00 P.M. to 6:00 P.M. Docents are requested to lower the American flag at the end of the shift.

D. Special Events and tours: Upcoming events are posted at the Museum and on the Museum's website. Docents are encouraged to work these events and should sign up or check with the events manager. Evenings and/or special events count as shifts.

E. Coverage: Docents may not get their preferred shifts because the first priority is to make sure that all shifts are covered and then to make sure that duplicated coverage takes place during the busy times.

Any schedule conflicts will be resolved using the following criteria:

1. The preference goes to the docent who is already working the shift.
2. The preference goes to the docent with the most seniority (as determined by the date that they first became a docent).
3. The preference goes to the docent who has been a CVF member for the longest time.

F. Cancellations and Substitutions: If a docent needs a permanent schedule change or knows that they cannot work certain days before the calendar is published, the docent should notify the Scheduler. Docents are advised to keep the Scheduler advised of their shift preferences.

If the docent cannot make a certain day after the calendar is published, the docent should:

1. Try to find their own substitute by calling people on the docent roster. (Good candidates for substitutes are the docents who work the same day and shift but during a different week);
2. Go to the Docent Schedule Calendar at the Docent Resources Desk, scratch out the scheduled shift and sign up for an empty shift, then notify the Scheduler. This should be done no later than Sunday of the week of the originally-scheduled shift; or
3. If the docent is unable to find a substitute, notify the Scheduler.

## V. Touring

### A. The Cars:

1. Car doors, hoods and trunks must not be opened, except in special situations with the permission of the Museum Director. Several of each are kept open so you can show the interiors to the Museum visitors.
2. Caution the visitors not to touch the cars. This also applies to docents. Our responsibility as docents is to keep the cars in their present condition for many decades.
3. Be careful of the chains, stanchions and placard stands so they don't hit against car fenders or doors. Space must be maintained between stanchions, placard stands and cars. Docents should correct clearance during walkarounds.

B. The Building:

1. With the exception of the front entrance, exit doors are to be used only in case of emergency.

**If the fire alarm sounds, visitors must immediately be led through the nearest exit door and escorted across the street or around the building to the flag pole.**

2. Do not turn electrical switches on or off without staff instruction.

3. Do not attempt to turn on, operate or move the Wurlitzer Organ.

4. Between tours docents should do walk around inspections:

a. Pick up paper or trash on the Museum floor overlooked by those normally in charge of such responsibilities.

b. Straighten signs, chain stanchions and placard stands that have been pushed or moved from their orderly positions.

c. Check for water or oil hazards on the floor. Clean up or advise Staff, depending upon size and nature.

d. Move (or advise Staff of) obstructions in aisles that could be tripping hazards.

5. On occasion, docents may carefully go behind the chains to tour their group if communication and public delivery is enhanced, and damage to the cars can be avoided.

6. In the event of an accident during normal Museum hours, immediately contact the Front Desk or the Executive Director. During special events, the Event Coordinator should be notified.

The Cars, Exhibits, Artifacts and the Wurlitzer Organ do not belong to us. They are entrusted into our care. With that trust comes the responsibility to preserve and protect our Museum and its contents for the benefit and enjoyment of present and future generations.

**Events Chair  
Job Description**

The Events Chair shall:

1. Be a member of the Docent Council, appointed by and serving at the pleasure of the Docent Council Chair.
2. Attend all meetings of, and make regular reports to the Docent Council.
3. Take the actions assigned in the Docent Council Activity Schedule (Appendix 4).
4. Form a subcommittee to organize and stage the following events:
  - a. The graduation ceremony for each (annual) class of docents.
  - b. The annual Docent Corps General Meeting for the election/installation of new officers.
  - c. Docent Corps participation in the annual Holiday tree-trimming and potluck.
  - d. The Annual Docent Holiday Party.
  - e. Additional special events as needed.
5. Assist the Training Chair in arranging the Docent Graduation, as well as special field trips, other museum visits, etc, for docents.

*An events preparation checklist is attached as Appendix 3a-1.*

## APPENDIX 3a-1

### Events Chair's Events Preparation Checklist

	<i>Activity Time Frame</i>
<input type="checkbox"/> Appoint Events Committee Members	January
<input type="checkbox"/> With Council, Establish Dates for Year's Events	January
<input type="checkbox"/> Work Details With Program Presenters	Two Months Ahead
<input type="checkbox"/> Coordinate Publication of Flyers, Program, Tickets, etc	Two Months Ahead
<input type="checkbox"/> Coordinate Acquisition of Holiday Raffle Prizes	March
<input type="checkbox"/> Plan Logistics (Crew, Site, Food, Drinks, Ice, Caterer, etc.)	One Month Ahead
<input type="checkbox"/> Coordinate Transport of Tables, Chairs, Utensils, etc, to Site	Event or Day Prior
<input type="checkbox"/> Coordinate Site Setup	Day of Event
<input type="checkbox"/> Coordinate Tear-down & Cleanup	Day of Event

**Speakers' Bureau Chair  
Job Description**

The Speakers' Bureau Chair shall:

1. Be a member of the Docent Council, appointed by and serving at the pleasure of the Docent Council Chair.
2. Attend all meetings of, and make regular reports to the Docent Council.
3. Take the following actions to maintain an active Speakers' Bureau:
  - a. Maintain and upgrade the Speakers' Bureau presentation material.
  - b. Drawing primarily from the active docents, maintain a roster of speakers.
  - c. Train new speakers through periodic classes and by scheduling candidates to go on speaking engagements with more experienced speakers.
  - d. Publicize the Speakers' Bureau's availability to local service clubs, social clubs, senior organizations, etc.
  - e. Receive requests for talks and schedule speakers to cover them.
  - f. Maintain a record of talks given, including date, host organization, speaking location and audience size. Provide that information to the Docent Council and the Executive Director.

## **Membership Chair Job Description**

The Membership Chair shall:

1. Be a member of the Docent Council, appointed by and serving at the pleasure of the Docent Council Chair.
2. Attend all meetings of, and make regular reports to the Docent Council.
3. Take the actions assigned in the Docent Corps Activity Schedule (Appendix 4).
4. Maintain an ongoing recruitment campaign for prospective docents.
5. Ensure that each trainee's registration fee is paid at the start of the docent training course.
6. Attend the first few sessions of each training course to oversee the registration of trainees.
7. Order Docent badges as specified by the Training Chair:
  - a. Secure a list of the graduates' names as they are to appear on the badges.
  - b. Supply the graduate list to a badge supplier at least six weeks prior to graduation. The badge supplier should be the lowest-price competent source, approved by the Docent Council.
  - c. Pick up the badges when ready and pass them to the Training Chair for presentation at graduation.
  - d. Submit the supplier's invoice to Museum's business manager for reimbursement.
8. Oversee regular updating of the Docent Roster, including names, addresses, zip codes, work and home telephone numbers and email addresses.
9. Be responsible for and assist in the preparation of monthly docent scheduling.
10. Maintain records for and oversee awards for docent seniority (years of active service).
11. Maintain records of all individuals who have completed the Docent Training Course and their membership classification and status.

## **Training Chair Job Description**

The Training Chair shall:

1. Be a member of the Docent Council, appointed by and serving at the pleasure of the Docent Council Chair.
2. Attend all meetings of, and make regular reports to the Docent Council.
3. Take the actions assigned in the Docent Corps Activity Schedule (Appendix 4).
4. Organize the annual Docent Training Course.
5. Secure Museum staff and volunteers and, when feasible, outside experts to make presentations in the Docent Course.
6. Provide recognition to all who assist in the training.
7. Provide trainees with all printed materials and 3-ring binders needed during the course.
  - a. The printer and binder supplier should be the lowest-price competent sources, approved by the Docent Council.
  - b. Submit cost invoices to Museum's business manager for reimbursement.
8. Work with the Membership Chair to obtain docent badges for the new graduates.
9. Compile a course evaluation to be completed by the trainees and use the results to improve next year's offering.
10. Work with the Membership and Events chairs in the enrollment and graduation processes.
11. Work with Museum staff and graduate docents to add to and improve the course in keeping with changing needs.
12. Arrange docent refresher training activities.

***A docent training preparation checklist is attached as Appendix 3d-1.***

**Training Chair's Docent Course Preparation Checklist**

	<i>Activity Time Frame</i>
<input type="checkbox"/> Revise/Coordinate Course Content/Structure	June
<input type="checkbox"/> Coordinate Outline & Course Fee with Docent Council	June
<input type="checkbox"/> Send "Thank-you notes" to Current Year Instructors	June
<input type="checkbox"/> Prepare New Course Schedule & Application Materials	June-August
<input type="checkbox"/> Arrange Next Year's Visits to Other Museums	June-August
<input type="checkbox"/> Schedule Current/Recruit New Instructors	June-October
<input type="checkbox"/> Gather/Edit/Upgrade Course Material Reproducibles	June-December
<input type="checkbox"/> Assist Instructors in Preparation of Audiovisual Aids	June-December
<input type="checkbox"/> Write or Coordinate Press Release (with Museum PR Staffer)	November
<input type="checkbox"/> Hold Instructors' Meeting (If Required)	Early December
<input type="checkbox"/> Distribute "Reminder" Course Schedule to Instructors	December
<input type="checkbox"/> Take Handbook Reproducible Copy to Print Shop	2 January
<input type="checkbox"/> Acquire Handbook Binders & Other Supplies	January
<input type="checkbox"/> Launch Docent Course (Assisted by Membership Chair)	January
<input type="checkbox"/> Set Up Classroom, Conduct ("Emcee") Each Session	January-May
<input type="checkbox"/> Assist Instructors in Audiovisual Operation	January-May
<input type="checkbox"/> Ensure Docent Badges Ordered (with Membership Chair)	March
<input type="checkbox"/> Plan, Hold Docent Graduation (with Special Events Chair)	May

## **Newsletter Chair Job Description**

The Newsletter Chair shall:

1. Be a member of the Docent Council, appointed by and serving at the pleasure of the Docent Council Chair.
2. Attend all meetings of, and make regular reports to the Docent Council.
3. Compile information from various sources to include in each monthly Docent Newsletter. These sources should include:
  - Docent Council Chair
  - Museum Director
  - Front Desk (calendar)
4. Write articles to convey useful information to the Docent Corps.
5. Determine which items are to be included in the newsletter, edit and provide art work.
6. Design and produce the monthly newsletter for the Docent Corps, in keeping with these policies.
7. The Newsletter Chair is responsible for making sure that the Docent Newsletter is compiled, printed and mailed at least 10 days prior to the issue month beginning.

## Docent Council Activity Schedule

	ACTIVITY	START PREPARATIONS	EVENT/DUE DATE	LED BY
1	Prepare for Docent Council Meeting	Wednesday (for next month)	First Tuesday of month	Council Chairperson
2	Display "Docents' Choice" Cars	March	(Summer- if requested)	Membership Chair
3	Design Docent Graduation Flyer		May (Docent Graduation)	
4	Order Docent Badges	April		Training, Events, Prior Class
5	Graduate New Docents		May (mid-late)	
6	Start Prep for New Docent Course	May	January thru May	Training Chair
7	Nominate New Elected Officer Slate		July (Council Review)	Search Committee (Chairperson appoints)
8	Design, Mail Annual Meeting Flyer	June	August (mid-late)	Events Chair
9	Prepare for Annual Meeting/Potluck (Meat & drinks: Council)		December (mid)	
10	Plan Holiday Party (Prizes, etc)	August (Annual Meeting)	August (Annual Mtg)	Docents
11	Elect New Council Officers		January (following)	
12	Install New Council Officers	September	December (Party)	Events Chair
13	Acquire Holiday Raffle Grand Prize(s)		October thru mid-Jan	
14	Solicit Smaller Raffle/Drawing Prizes	October (publicize)	November (late)	Events Chair Council
15	Print Holiday Raffle Tickets		January	
16	Publicize Docent Training	November	February (CVF Annual Mtg)	New Chairperson Council
17	Participate in Tree-Trim Potluck			
18	Call, Promote Holiday Ticket Sales			
19	Appoint Standing Committee Chairs (Memb, Events, Training, Spk Bureau)			
20	Recommend Docent of the Year			

Docent Council, May 2009 (rev 13)

## GENERAL SAFETY RULES

The following General Safety Rules apply to all employees and docents of the CALIFORNIA AUTOMOBILE MUSEUM. These General Safety Rules have been developed to increase the safety awareness of our employees and volunteers and to prevent accidents and injuries from occurring. More specific safety rules may also apply depending on the employee's job and the area where work is being performed.

- All employees and docents must comply with all safety programs, safety rules and safety orders in effect.
- Any unsafe conditions or practice or near-miss accidents must be reported immediately to the Front Desk or Operations Manager so that accidents and injuries can be prevented.
- All exits and aisles must be kept clear and accessible.
- No sharp or protruding objects may extend into walkways.
- All floors must be kept clean. Any spill must be cleaned up immediately.
- Unauthorized persons are not permitted in any roped-off area or area where work is being performed.
- Only authorized and trained employees and docents are permitted to operate equipment and tools.
- Any defective equipment or tool must be reported immediately to the Front Desk or Operations Manager, tagged defective and taken out of service until it can be properly repaired.
- All equipment and tools must be returned to their proper place at the end of the job.
- Good housekeeping must be maintained at all times throughout the facility.
- No smoking is permitted anywhere in the facility.
- All employees and docents should know the location and use of the fire extinguishers which are mounted on the wall in marked places throughout the facility.
- All electrical equipment must be turned off when not in use and at the end of the day.
- No horseplay or unsafe act is permitted in the facility or on the premises.
- In the event of an emergency in which the building must be vacated, remain calm and proceed directly to the nearest safe exit. All exits are marked with an illuminated exit sign and emergency lighting.
- In any emergency involving medical, fire or police, immediately notify the Front Desk to call 9-1-1

## DOCENT DRESS CODE

As docents we are the public face of the Museum. We should always represent the California Vehicle Foundation and the California Automobile Museum in a professional manner. Thus, while there is no regulation uniform or rigid dress code, we should always dress appropriately. Here are some guidelines:

- While on duty always display your docent badge.
- Except during period attire events, always wear the royal blue vest, polo shirt, shopcoat or other authorized clothing. This makes you recognizable as staff. The shopcoat is better when it's chilly.
- During temperate weather, you are encouraged to wear a light-colored (plain-print) shirt/blouse, and (plain-print) trousers/skirt. Denim jeans are acceptable if in presentable condition.
- In hot weather, it's acceptable to wear a decorative T-shirt under your vest, preferably with an automotive or Museum theme. You may also wear shorts, no shorter than six inches in the inseam.
- When it's cold, you may wear a sweater, sweatshirt, jacket or coat under your vest or shopcoat. (Thermal underwear may also be advisable around New Year's time!)
- If you like caps, a theme cap (such as Ford, Chevrolet, etc.) may be worn with your blue vest or shopcoat.
- You may wear period attire-without the blue vest or shopcoat during special events. This will usually be by prior arrangement for the specific event.

***Above all, be sensible! The Museum's image is crucial to our success.***

## **Policy 99-1**

### **Policy on the Protection and Preservation of Artifacts**

For its existence, The California Automobile Museum depends on the cars that occupy its exhibits. Only a small minority of those cars is the property of the California Vehicle Foundation (CVF). The rest belong to individuals who have kindly made them available for the Museum's use. It is the Museum's ethical and financial responsibility to protect these artifacts from damage while they are in our care. Thus, we must set down and strictly enforce specific policy for their protection.

Consequently, the CVF Board of Directors has determined that:

*No one (including docents, other volunteers, Museum staff or Board members) shall touch the vehicles on display in the California Automobile Museum. That includes, but is not limited to, opening doors, hoods or trunk lids. Anyone seen doing such things should be challenged and reported to the Museum Director.*

It is occasionally necessary to dust or move the vehicles in the Museum, and those things are allowed, but only with the approval and supervision of the Operations Manager or Museum Director.

**Any exception to this policy requires the express approval of the Museum Director.**

Passed by the Board of Directors of the California Vehicle Foundation on April 14, 1999.