



CUPERTINO

ROTATING SAFE CAR PARK

OPERATIONAL GUIDELINES

HOST SITE RESPONSIBILITIES

- Prior to hosting RSCP guests, submit an Operational Plan to the City of Cupertino. Maintain a record of City approval for the site.
- Establish and maintain emergency contacts and instructions. Identify at least 1 contact to be on call for emergencies during RSCP shift.
- Provide hosting/contact information to County Sheriff at start of hosting period.
- Establish volunteer shift roles, responsibilities, and instructions. Provide orientation to RSCP staff/volunteers.
- Provide operational information and emergency contact information to guests.
- Establish and maintain logs to record guests at site upon initial arrival, when exiting the program, and daily attendance.
- Not required, but recommended:
 - Provide at least 2 host volunteers for each daily shift.
 - Provide daily hospitality hours with refreshments and dinner once a week.
 - Request quiet hours after 10:00 P.M. until 30 minutes before departure.

HOST SITE REQUIREMENTS

- Provide enough parking spaces to host guests with at least 1 parking space between cars.
- Provide access to restrooms.

GUEST RESPONSIBILITIES

- Complete an assessment and screening conducted by a third party.
- Have a valid ID, car registration, car insurance, and functioning vehicle. Case Managers can provide assistance with these requirements.
- Review and sign RSCP rules and agreement documents for the host site.
- Alert host site RSCP team if absent for more than 2 days.