

GENERAL POLICY

23-04 - REGIONAL TRANSPORTATION SERVICES

REACH

1. The purpose of this policy is to outline regulations of the regional transportation service offered by the Kent Regional Service Commission (KRSC).
2. For the purpose of interpreting this policy, the masculine includes the feminine, and the singular includes the plural, as required by the text.

1. Services and Modes of Operation

a) Home transport service

The transport service is provided by volunteer drivers approved by the KRSC, using their own vehicles. Each volunteer provides transportation from the person's home to the destination and provides the required accompaniment. The service is offered during normal working hours and is based on volunteer availability. However, a trip can be scheduled during business hours to take place outside of business hours (region dependent).

b) Mode of operation

Clients communicate with the person responsible for dispatching the transportation service by telephone or email and provide the information necessary to ensure transportation. The person responsible for dispatching the transportation service communicates with a volunteer driver who goes to the client's home to pick him up and bring him back from his appointment. The service operates by **reservation only**.

c) Territory

The territory covered by the regional transportation service is that of the KRSC.

2. Reimbursements for Volunteers

a) Reimbursement of mileage and meals

The KRSC reimburses the driver at the rate established in accordance with the KRSC Expense Reimbursement Policy to cover the drivers' transportation costs. Meals are reimbursed at the same KRSC rate.

The volunteer is reimbursed at the beginning of each month for the previous month. He submits his receipts and time sheets (if applicable) to the KRSC finance department which, in turn, verifies the information in the computer system that manages trip reservations.

The money that volunteers receive as payment from clients during the month is deducted from their total reimbursement amount for the month, hence the importance of submitting all receipts.

The KRSC reimburses meals in accordance with its expense reimbursement policy when a trip and/or waiting time during the trip occurs during the entirety of these time windows: 7:00 a.m. and 9:00 a.m. for breakfast, 11:30 a.m. and 2 p.m. for dinner, and 4 p.m. and 6:30 p.m. for supper.

b) Auto Insurance Coverage

Volunteer drivers must provide proof of auto insurance that includes coverage of at least \$2 million. The KRSC reimburses the volunteer driver the difference in the cost of the insurance premium from 1 million to 2 million. A copy of proof of insurance and the difference in cost of additional insurance premium is required (old and new coverage).

c) Volunteer Recruitment Incentive

The regional transportation service is offered thanks to the participation of generous volunteers. To assist in the process of recruiting new volunteer drivers, this policy offers referral bonuses to volunteers who recruit new drivers based on the following criteria:

- i) The new volunteer driver submits all documents in due form;
- ii) The new driver's file is complete and accepted by the KRSC staff;
- iii) The driver accepts and completes a first trip;
- iv) The volunteer who referred him will receive a gas card worth \$100.

3. Rates for Clients

Clients pay a rate of \$0.25 per kilometer based on the calculated distance between the driver's place of residence, the customer's residence and the destination (round trip if necessary). The mileage of the requested drive is calculated by the person responsible for the dispatch and in turn informs the client and the driver of the amount to be paid or collected. Transportation service clients must pay volunteers for their trip in cash upon the driver's arrival. The minimum amount a customer will pay for a ride is \$10, regardless of the distance travelled. A customer may have an attendant with them if they are unable to travel alone between the parking lot or drop-off area and their destination.

Volunteer drivers are not allowed to accept tips - all tips received will be given to the KRSC and returned to the Regional Transportation Program.

The only exception is for clients whose trip is paid for by an agency, government department, other company, etc. In these cases, the rate payable per kilometer is determined by agreement between the KRSC and the organization in question.

4. Hours of Operation

The telephone reservation service is available Monday to Friday, from 8:00 a.m. to 4:30 p.m. All reservations must be made at least 48 hours in advance to allow the person in charge of dispatch sufficient time to process the information.

5. Confidentiality

The Confidentiality Guidelines set out and describe procedures for handling confidential information and apply to all employees, volunteers and delegated representatives of the organization.

Employee, volunteer driver and client information are confidential and all appropriate measures will be taken to ensure the confidentiality of such information.

- a) Responsibilities and Guidelines
 - i) All employees, volunteers and delegated representatives must protect the confidentiality of information obtained in the course of their duties concerning employees, volunteers, clients and the organization itself (financial and commercial information). Unless authorized in writing by the organization, he will not disclose this confidential information to any person or organization, either in the course of his employment or after leaving his employment.
 - ii) Regional transportation coordination and staff ensure confidentiality agreements are adhered to.
 - iii) Regional Transportation Coordination must approve any changes to confidentiality agreements.

All volunteers are required to sign a Volunteer Driver Code of Conduct and Confidentiality Agreement, have a full SD record check and a criminal background check which is added to their personal file.

6. Harassment

The regional transportation service does not tolerate or condone any form of harassment by anyone involved in the service, be it an employee, a volunteer, a client, a representative, etc. If the Regional Transportation Department receives a complaint of harassment, the procedures set out in the KRSC Respectful Workplace Policy will be followed.

Employees or volunteers who have concerns about health and safety, or who identify hazards, should contact KRSC staff as soon as possible.

7. Good health and safety practices for volunteer drivers

Safety rules

- a) The driver does not enter the client's home.
- b) The driver does not smoke, eat or use his cell phone while driving clients.
- c) The driver is under no obligation to allow the customer and his/her companion to eat in the vehicle during the trip
- d) The driver must cancel his trip if he is sick or does not feel comfortable driving in bad weather.

- e) The driver does not drive customers unless all passengers are safe in the vehicle (e.g., wrong car seat = no drive, no seat belt = no drive).
- f) The driver must ensure that children under the age of 13 sit in the back seat of the vehicle.
- g) If a client or their companion experiences a medical emergency while on route, the driver should call 9-1-1 and seek professional assistance. If the driver is near a hospital, they should immediately take the customer to the emergency department and call the regional transportation personnel to report the situation.

8. Emergency Procedure and Road Accidents

In the event of an automobile accident or collision:

- a) The driver will not leave the premises if they are involved in an accident or incident.
- b) The driver will stay calm.
- c) The driver will try to ensure the safety of all involved.
- d) The driver will dial 9-1-1 or ask someone to do so.
- e) The driver will not move an injured person until emergency personnel arrive unless they could be further injured, for example: if the person is left in the vehicle and the vehicle is on fire.
- f) The driver will provide first aid as needed.
- g) The driver will identify witnesses.
- h) The driver will take photos, if possible.
- i) The driver will not discuss responsibility.
- j) The driver will exchange insurance information.
- k) The driver will obtain a copy of the policy/incident report/report number, if applicable.
- l) The driver will inform KRSC staff as soon as possible and advise whether you are able to proceed with transportation. Otherwise, please request that we track the transport of the passenger(s).
- m) The driver will submit the motor vehicle accident report within 48 hours.**

9. Procedure in the Event of an Exposure Accident: Blood and Bodily Fluids

The driver may come into contact with a passenger's blood or body fluids (vomit, feces or urine). The driver will use the following guidelines when transporting clients:

- a) The driver will wash their hands before and after transporting passengers.
- b) The driver will always cover cuts, rashes and scratched skin with a bandage or waterproof bandage before leaving the house.
- c) The driver will put on gloves and clean up the spill as soon as possible.
- d) If the driver's skin is exposed, they will immediately wash with soap and water.
- e) If the driver's eyes, nose or mouth have been exposed, they will flush them with clean water as soon as possible.
- f) If necessary, the driver will seek medical attention for himself and passenger(s).
- g) The driver will report the exposure to the coordinator or dispatcher and complete the accident or incident report.

10. Spill Cleanup Procedure

The driver will clean up small spills using the following guidelines:

- a) The driver will not allow passengers near the spill.
- b) The driver will wear gloves to protect their hands.
- c) The driver will use cat litter to absorb the liquid and control odors.
- d) The driver will use paper towels to wipe the contaminated area.
- e) The driver will clean the area with a disinfectant that does not contain bleach and pat it dry with a clean paper towel.
- f) The driver will put soiled paper towels and gloves in a plastic bag and throw them away (garbage).
- g) The driver will wash their hands thoroughly with soap and water or an alcohol-based gel/wipe if they are not near a water source.

11. New Brunswick Child Seat Procedures

It is the law in New Brunswick that children traveling in vehicles are safe in a car seat or booster seat that is appropriate for their age, weight and size.

Rear-facing seat: Infants should be seated in a rear-facing seat until they are at least one year old and weigh more than 10 kg (22 lbs).

Forward-facing seat: A child must be at least one year old and weigh at least 10 kg (22 pounds) before they can be placed in a forward-facing seat. A child must remain in a forward-facing seat until they weigh at least 18 kg (40 pounds).

Booster seat: Children over 18 kg (40 lbs) must be in a booster seat until they reach the age of nine, or a weight of 36 kg (79 lbs) or a height of 145 cm (4 ft 9 in).

Seat belt: Children can use an adult seat belt when they are 9 years old, 145 cm (4 ft 9 in) tall or 36 kg (79 lbs).

The law sets the minimum safety standard for children in cars. You can choose to keep your child rear-facing, forward-facing, or in a booster seat longer. Check your car seat for size and weight limit.

****It is very important for the volunteer to ensure that the car seat is installed correctly. In the event of an accident, it is the latter's responsibility to have checked that the seat is correctly installed.**

12. Specific information for volunteers

Requirements for volunteer drivers:

- a) Purpose of the program: Transport clients from their home to their destination and then provide the return trip. The transport service is punctual and will be strictly provided within the Kent Region or neighboring areas if services are not available within Kent. Service will be provided during normal working hours and based on volunteer availability. This service allows people without means of transportation to go to medical appointments, acquire groceries, or participate in community or government programs.

- b) **Commitment:** The volunteer driver agrees to be available for a minimum of a few hours per month, at the agreed time.
- c) **Duties, Activities and Responsibilities:** Use your own vehicle to drive the client to their appointment or activity and ensure their return home
- d) **Position Requirements:**
 - Have at least 5 years of experience as a driver.
 - Have a registered vehicle in good standing with a valid and up-to-date inspection.
 - Possess liability insurance of at least \$2,000,000.
 - Have a valid driver's license and a good driving record.
 - Criminal Record Check (5 years) and Social Development - Full SD record check
- e) **Skills:**
 - Patience, understanding and sensitivity to client needs
 - Good listening skills
 - Reliability and punctuality
 - Good knowledge of the localities where the trips take place
 - Good physical health
 - Safe driving
 - Confidentiality
- f) **Limits:**
 - Do not drive in weather conditions that make driving dangerous.
 - Do not drive a client whose medical condition is unstable.
 - Do not undertake travel that has not been previously authorized by KRSC staff.
 - Do not lift clients inside or outside the vehicle (unless instructed otherwise).
 - Do not drive under the influence of drugs, alcohol or prescribed medication which could impair driving ability.

13. Criteria for Using the Service

a) Punctuality

Respecting the established schedules is essential to the credibility and efficiency of the service. All volunteer drivers and clients must understand and respect the importance of punctuality. Volunteer drivers are required to arrive at clients' homes on time, and clients must be ready to leave on time. If the client is more than ten minutes late, the client may have to give up their ride. Exceptions can be made as needed, but these should be kept infrequent so as not to damage the reputation of the service.

b) Scheduled stops

All planned stops for a given itinerary must be pre-approved by KRSC staff at the time of booking. Volunteer drivers will not make unscheduled stops so as not to interfere with the planning of subsequent trips, unless it is a request from the healthcare professional that the client has consulted.

c) Emergency service

The service operates on a reservation system with reasonable notice. It does not provide emergency transportation services.

d) Weather conditions

The safety of clients and volunteer drivers is of paramount importance. If the KRSC offices close due to weather conditions, transportation services will also be canceled for the day.

e) Service priority

All requests will be processed on a first come, first served basis. However, some cases may be prioritized based on the good judgment of the dispatcher and service priorities, which are to meet essential needs (e.g., a medical appointment will take precedence over a trip to the bank).

f) Denial of service

Volunteer Drivers reserve the right to refuse to provide transportation services if the customer is behaving in a manner that is considered socially unacceptable i.e. has poor hygiene, is or appears to be under the influence of alcohol or drugs, is abusive or otherwise uncooperative.

g) Courtesy

All employees, volunteer drivers and clients should always conduct themselves with courtesy and respect.

h) No pets

No animals are permitted in the volunteer driver's vehicle, unless they are registered service animals.

14. Employee-Volunteer Relationship

a) Supervision and support of volunteer drivers

Volunteers do best when they have proper supervision and support. Monitoring and feedback are beneficial and enable the organization to fulfill its duty of care to its clients.

b) Ongoing assessments

Assessments help ensure that the volunteer driver continues to demonstrate essential skills and allow the organization to meet the standard of care. These checks can be carried out as follows:

- Ongoing training.
- Supervision and support.
- Assessment: structured and unstructured
- Client Satisfaction Survey
- Updating records: The organization should determine the frequency of competency checks.

c) Volunteer management

The organization's volunteer management policy is based on that of Volunteer Canada (www.volunteers.ca) "Canadian Code for Volunteer Engagement". The Volunteer Management Policy provides a framework for volunteer involvement in the organization. It presents the values, principles and standards that aim to ensure the effectiveness of voluntary practices.

15. Disciplinary Policy

KRSC employees reserve the right to document any disciplinary action taken against an employee or volunteer and may be placed on file with the employee or volunteer in question. However, any disciplinary proceedings or documentation taken from such disciplinary proceedings remain confidential.