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## DRIVING INFORMATION AND CONSENT TO PROVIDE TRANSPORTATION AS PART OF JOB FUNCTION

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**If an employee/volunteer will only be driving to and from work, this is not considered driving as part of his/her job function.**

It is the responsibility of the family, guardian or individual (if adult) to provide transportation of an individual. On occasion, employees/volunteers may be asked/required to drive an individual as part of his/her job function with Extend-A-Family Waterloo Region (EAFWR). This may include an employee/volunteer who is not the direct support person but is involved in arranging or providing supports through EAFWR programs.

In any event, employees/volunteers are only permitted to drive individual(s) supported through EAFWR when the following conditions are met:

- 1) The family, guardian or individual agrees to pay transportation costs according to EAFWR guidelines and has given consent for an employee/volunteer to drive the individual.
- 2) Prior to driving any individual, the driver is responsible to:
  - Inform the insurance carrier of the vehicle, that he/she will be driving the vehicle as part of his/her job function;
  - Ensure full coverage on the vehicle when doing so, including a minimum of \$1,000,000 liability coverage;
  - Ensure the vehicle is in good mechanical condition.
- 3) The Driver Information Form has been completed by the driver and updated as required including required copies of relevant documents.
- 4) If the driver is offered/required to drive a vehicle provided by a supported individual or his/her family, a Letter of Agreement has been completed and signed by the parties.
- 5) Safety guidelines are adhered to. The driver is responsible to inform EAFWR immediately if there is any change to his/her driving record or insurance coverage.
- 6) The employee/volunteer is only permitted to drive the individual and not others, including the individual's friends and family members as part of his/her job junction.
- 7) Families, guardians or individuals are aware that EAFWR employees/volunteers are not necessarily required to provide driving abstracts from the Ministry of Transportation.
- 8) Families, guardians or individuals are aware the EAFWR assumes no liability and makes no representation of the driving record or automobile insurance coverage of the driver(s) at any given point of time other than that provided by the driver to EAFWR. It is further understood, that EAFWR has limited ability to supervise such transportation.

**It is understood no claim will be made that EAFWR is indirectly or vicariously liable for any personal injury or property loss that occurs as a result of such transportation provided by the employee/volunteer.**

**CONSENT FOR DIRECT SUPPORT CONTRACT WORKER/PROVIDER TO DRIVE  
AN INDIVIDUAL AS PART OF JOB FUNCTION**

I, \_\_\_\_\_ understand and agree to the above conditions and give  
(Family, Guardian or Individual)  
my consent for \_\_\_\_\_ to drive \_\_\_\_\_  
(Name of Driver) (Name of Individual)  
while providing support as a Contract Worker/Provider of Extend-A-Family Waterloo Region as  
stated in this document.

\_\_\_\_\_  
Family, Guardian or Adult Individual

\_\_\_\_\_  
Driver's Signature

\_\_\_\_\_  
EAFWR Coordinator/Representative

\_\_\_\_\_  
Date Signed

**CONSENT FOR EMPLOYEE/VOLUNTEER TO DRIVE AN INDIVIDUAL AS PART  
OF JOB FUNCTION IN AN EAFWR PROGRAM**

I, \_\_\_\_\_ understand and agree to the above conditions and give  
(Family, Guardian or Individual)  
my consent for an employee/volunteer of EAFWR to drive \_\_\_\_\_  
(Name of Individual)  
as part of an EAFWR program as stated in this document.

\_\_\_\_\_  
Family, Guardian or Adult Individual

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
EAFWR Coordinator/Representative

Copies: Family File  
HR/Program File

Prepared June 2006  
Updated October 23, 2011