

Extend-A-Family Waterloo Region (EAFWR) has prepared the following policy to help ensure the safety of the individuals we support and the direct and/or indirect support employees/volunteers who on occasion, may transport individuals in their personal vehicle during their work for EAFWR. This policy covers the transportation of a child or individual during EAFWR program hours only.

Transportation of the supported individual is the responsibility of the family or the program designate where EAFWR has family responsibility, i.e., the FamilyHome program or assumes that responsibility by arranging for the transportation of an individual during a program. If required, employees/volunteers are eligible to drive supported individuals in their personal vehicles providing the conditions outlined in this policy are met.

All EAFWR employee/volunteer drivers are expected to maintain their vehicle in a safe condition at all times and have the vehicle be able to pass a safety check if required, prior to driving as part of their job function for EAFWR.

All EAFWR employee/volunteer drivers will be required to provide EAFWR with information concerning their driving record and to produce evidence of a valid driver's license and automobile insurance coverage.

EAFWR employee/volunteer drivers are responsible for maintaining their driving record in good standing and must advise EAFWR immediately if otherwise. It is the responsibility of the driver to ensure that he/she has sufficient liability insurance coverage, including any required additional insurance rider(s) for his/her own vehicle after discussion with his/her own automobile insurance carrier. A minimum of \$1,000,000 in third party liability coverage is mandatory.

In situations when there may be questions about the suitability of an EAFWR employee/volunteer driving as part of his/her job function for EAFWR, the Executive Director or designate will make this decision based on the information available at any given point in time.

The driver must advise EAFWR immediately of any change in his/her driving record and/or insurance coverage. Failure to advise EAFWR of any change in his/her driving record/ insurance coverage or providing false information may result in disciplinary action up to and including termination of employment. Any changes in driving status must also be reported to EAFWR (ie. Support Coordinator). If the employee did not drive when they were hired, and now they drive for their contract(s), a Driving Record Information Form must be completed before any mileage is reimbursed.

EAFWR reserves the right and circumstances to ask for updates on an interim basis if circumstances arise or if EAFWR is reasonably concerned about the employee's insurance coverage or driver's license.

### **Driving Record, Driver's License and Insurance Information Process:**

All newly hired EAFWR support employees/ volunteers both direct and indirect who drive as part of their job function will be asked to fill out a Driving Record Information Form listing any driving infractions, tickets, charges or loss of points for the past three (3) years as part of his/her screening process, as well as fill out a Driver/Insurance Information Form. Proof of a valid driver's license and insurance coverage will have to be provided by the driver when filling out these forms.

All current EAFWR support employees/ volunteers both direct and indirect who drive as part of their job function will be asked to annually declare that his/her driver's licence and car insurance are still valid.

A consent form must be signed by an individual's family or the program designate prior to an EAFWR employee/volunteer driving any individual as part of his/her job function.

If transportation is being provided by anyone during program time other than an EAFWR employee or volunteer, it is the program designate's responsibility to ensure EAFWR's Transportation Policy is shared to the best of his/her ability. If the non-employee/volunteer is transporting an individual(s) on a regular basis, then a Driver Information Form, Driving Record Information Form and a Consent to Transport Form should be completed, signed and kept on file by the program designate. Both the family and program designate are responsible to advise each other if a non-employee/volunteer is regularly transporting an individual.

### **Definitions:**

**Direct support employees/volunteers** are those who are screened through EAFWR Human Resources and who provide regular support to an individual through the course of their work with EAFWR.

**Indirect support employees/volunteers** are those who are screened through EAFWR Human Resources but are not the supported individual's regular or direct support person, but who may be required to provide transportation through the course of their work with EAFWR such as FamilyHome support, WALES, Adult Respite Fun Group, Best Buddies and Summer Program, etc.

**Program Designate(s)** are screened EAFWR employees who have responsibility for a specific program such as FamilyHome and the supported individual(s) in the program instead of the individual's family having the responsibility.

**Non-employees/volunteers** are those who are not screened through EAFWR Human Resources.

**Not included in this policy are any support employees/volunteers directly employed privately by a family, where the family is reimbursed through the EAFWR non-employee SSAH invoicing system.**

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