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

If an employee/volunteer will only be driving to and from work, this is not considered driving as part of their 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 (DSP) 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 they will be driving the vehicle as part of their 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 their 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 their driving record or insurance coverage.
- 6) Should the employee/volunteer choose to drive anyone other than the supported individual, it will be entirely at the employee/volunteer's own risk and insurance coverage. EAFWR support is for the individual only and will have no liability for any other passengers in the vehicle unless transportation of a sibling is an expressed expectation of the contract and paid through EAFWR.
- 7) Should the employee/volunteer consent to be a passenger in a vehicle driven by an individual we support, their family member or other individual, it will be entirely at the employee/volunteer's own risk and EAFWR will have no liability whatsoever in this situation.
- 8) Families, guardians or individuals are aware that EAFWR employees/volunteers are not necessarily required to provide driving abstracts from the Ministry of Transportation.
- 9) 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.