

### **GFA URBAN/RURAL RIDES: VOLUNTEER DRIVERS**

### **GENERAL**

Volunteer drivers will keep a mileage log and will submit it to the ride coordinator by the end of every month. We will reimburse the volunteer .46 cents per km.

All information is confidential--the volunteer driver will need to sign an oath of confidentiality form. The volunteer will have to sign a request form for a criminal background check, an emergency contact form, and the volunteer will need to supply proof of insurance (for minimum \$2-million coverage).

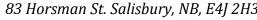
Urban/Rural Rides will reimburse the cost of coverage up to \$80.00 for drivers who volunteer at least half a day per week for 6 months.

If the oath has been breached, the volunteer driver will be terminated. In the event of a lawsuit, Urban/Rural Rides will not be responsible.

Urban/Rural Rides will provide volunteer drivers with First Aid Kits, driver ID cards, and for the more active drivers, advertising magnets for their vehicles.

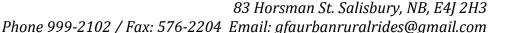
### APPLICATION FOR THE POSITION OF VOLUNTEER DRIVER

First Name:	Last Name:				
Address:	Postal Code:				
Telephone:	E-Mail:	N/A			
Sex: Female Male					
Date of Birth:	-				
Preferred Method of Communicat	ion:				
Oral: English French					
Written: English French					
Please indicate the days you wou	ld be available on a v	weekly basis	:		
Monday Tuesday Wedne	esday Thursday	Friday	_ Saturday	_ Sunday	_ Standby
Are you willing to be included on o		·			
(This is a list we use when a drive	ar is unable to resnon	d to a scheo	luled trin\		





Please provide your Driver's License Number:
What is the year and make of your vehicle:
Please provide your plate number of your vehicle
What is the maximum number of riders you can carry?
Are you comfortable providing assistance to people with mobility issues:
Do you have an installed and approved car seat for children: Yes No
If yes – is the seat forward facing or rear facing?
If no car seat installed would you be willing to use a car seat if provided by Urban/Rural Rides and installed by the parent: Yes No?
Additional Documentation
The volunteer driver will also need to submit the following documents upon application:
<ul> <li>a) Proof of Automobile Insurance</li> <li>b) Criminal Background Check and Vulnerable Sector Check (forms are provided by the RCMP)</li> <li>c) A copy of Driver's License</li> <li>d) A copy of vehicle Registration</li> <li>e) Vehicle Inspection (yellow sheet)</li> <li>f) A driver's abstract (we will reimburse the cost if charged by SNB – provide receipt)</li> <li>g) Two references</li> </ul>
Emergency Contact Information
Name:
Telephone # (home): Work # /Cell:
Please Provide Two References
Name:
Telephone # T (home): Work # /Cell:
Name:





Telephone # T (home): \_\_\_\_\_ Work # /Cell: \_\_\_\_\_

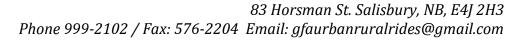
# VOLUNTEER DRIVER AGREEMENT

BETWEEN:	Urban/Rural Rides,(represented by):		
		Ride Coordinator	
AND			
		Volunteer Driver	

### **SUMMARY OF AGREEMENT**

The volunteer driver is responsible for using his/her own car for transporting Urban/Rural Rides clients. Volunteer drivers receive reimbursement for mileage at the rate of \$0.46 per kilometer. Payments will be made monthly after the submission of reimbursement forms.

- I have informed my insurance company of my situation as volunteer driver and have submitted a certificate.
   I agree to keep a personal liability insurance and insurance against property damage of at least two million dollars (\$2,000,000).
   I am aware that the agency will cover the extra cost up to \$80.00 in return for the driver volunteering a half a day per week for at least 6 months.
- 2. I promise to keep the vehicle I use in good condition.
- 3. I intend to check road conditions before each trip and contact the ride coordinator if I have any doubts due to road conditions or other factors.
- 4. I agree to notify the ride coordinator of any situation that could affect my ability to drive.
- 5. I will make sure that all passengers wear their seat belts.
- 6. I agree to follow the rules of the road as shown in the Official New Brunswick Driver's Handbook published by the Department of Transportation. Violations will be paid by the volunteer.
- 7. I agree to park only in designated parking areas. Parking tickets must be paid by the volunteer driver.
- 8. I intend to immediately inform the ride coordinator of any breach of traffic regulations, any accident, any infraction of traffic laws, and any convictions related to violence, weapons, drugs, or alcohol.





- 9. I agree to maintain the confidentiality of client information.
- 10. I intend to have a positive, courteous, and professional attitude with regard to office employees, clients, and the community.



11. I know that if I do not comply with the policies and procedures of the agency, if the agency determines that I pose a risk to vulnerable clients, or if my skills are not maintained, the agency may immediately terminate my voluntary participation.

I understand that this Agreement is based on voluntary participation and does not constitute an offer of employment or eligibility for employee benefits.

I have read and understood this Agreement.

Signature of Volunteer Driver

Date

Signature of Ride Coordinator

Date



### **OATH OF CONFIDENTIALITY**

agree to maintain in perpetuity the confidentiality of all information relevant to clients or staff of Urban/Rural Rides.  Name of Volunteer: (Print):
Name of Volunteer: (Print):
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Signature of Volunteer:
Date:
I have explained the implications of signing the oath of confidentiality to and it seems clear that he/she understands the contents of this oath and is aware of the need to keep all information confidential.
Date:
Ride Coordinator:



### **HEALTH AND SAFETY**

#### 1. GENERAL

- Do not enter the client's home.
- > Do not smoke, eat, drink, wear headphones, or talk on the phone while driving clients.
- Do not allow passengers to eat or drink in a moving vehicle.
- Cancel your trip if you are sick or if you do not feel comfortable driving in bad weather.
- Do not drive clients unless all passengers are safely secured in the vehicle (eg., bad car seat = no travel; no seat belt = no travel).
- Ensure that children under 13 are sitting in the back seat of the vehicle.
- ➤ If your passenger suffers a medical emergency during the trip, the first thing is to call 9-1-1 and get professional help. If you are near a hospital, immediately take your passenger to the emergency room and call the ride coordinator to inform him/her of the situation.
- If a client falls, do not pick them up but call 9-1-1 immediately.

#### 2. PROCEDURES/ROAD ACCIDENTS

In the case of an automobile accident/collision:

- 1. Do not leave the scene if you are involved in an accident/incident.
- 2. Stay calm.
- 3. Try to ensure the safety of all those involved.
- 4. Call 9-1-1 or have someone do it.
- 5. Do not move an injured person until emergency personnel arrives, unless the person could be injured further; for example, if the individual is left in the vehicle, and the vehicle catches fire.
- 6. Provide first aid if necessary. (Stop the bleeding; ensure breathing; treat shock.)
- 7. Identify witnesses.
- 8. Do not discuss responsibility.
- 9. Exchange insurance information.
- 10. Obtain a copy of the police/incident report and # of the report, where appropriate.
- 11. Contact the ride coordinator and advise the ride coordinator if you are able to continue or please ask that someone ensure transportation of the passenger(s).





### **ROAD ACCIDENT REPORT**

<ol> <li>Name of Volunteer Driver</li> </ol>				
2. Date of Accident:				
3. Time of Accident:				_
4. Location of Accident:				
5. Name, Address and Telepho	ne # of the Peop	ole Involved:		
Name	Address		Telephone #	
6. Name and Telephone # of W	itnesses of the A	Accident/Inciden	t:	
Name		Telephone #		
7. Details:				
8 Signature of Volunteer Driver			Date	



### PROCEDURES REGARDING CAR SEAT LAWS IN NB

### **EFFECTIVE MAY 1, 2008**

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

### **REAR-FACING SEAT**

Infants must be secured in a rear-facing seat until at least one year old and 10 kg (22 lbs).

### FORWARD-FACING SEAT

A child must be at least one year and 10 kg (22 lbs) before he/she can be placed in a forward-facing seat. A child must remain in a forward-facing seat until he/she is a minimum of 18 kg (40 lbs).

### **BOOSTER SEAT**

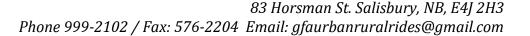
Effective May 1, 2008, in New Brunswick, a child may be in a booster seat if they are a minimum of 18 kg (40 lb) until the child meets **one** of the following criteria:

- 9 years old
- 36 kg (79-80 lbs)
- 145 cm (4' 9")

### **SEAT BELT**

Children can use an adult seat belt when they are 9 years old **or** 145 cm (4 feet, 9 inches) **or** 36 kg (79 -80 lbs).

The law outlines the minimum safety standard for children in cars. You may choose to keep your child rear facing, forward facing, or in a booster seat longer. Check your car seat for the height and weight limits.





Representative Royal Canadian Mounted Police Province of New Brunswick

### To Whom It May Concern

This letter is to certify that Urban/Rural Rides is incorporated in the Province of New Brunswick as a non-profit organization BN # 82538938RR0001, providing dial-a-ride services to individuals in New Brunswick and that the person named below has applied to become a volunteer driver in this organization. An appropriate check for Criminal records and vulnerable sector check is being requested.

name of applicant for volunteer driver:	
Sincerely,	
•	

Kelly Taylor Executive Manager Urban/Rural Rides