

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).

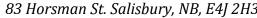
Urban/Rural Rides will reimburse the cost of coverage up to \$80.00 for drivers who volunteer at least half a day per week for 6 months.

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 and driver ID cards.

APPLICATION FOR THE POSITION OF VOLUNTEER DRIVER

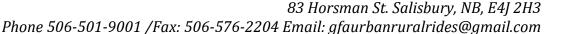
First Name:	Last Name:	
Address:	Postal Code:	
Telephone:	E-Mail:	
Sex: Female Male		
Date of Birth:		
Preferred Method of Communication:		
Oral: English French		
Written: English French		
Please indicate the days you would be ava Monday Tuesday Wednesday	ilable on a weekly basis: _Thursday Friday Saturday Sund	ay Standby
Are you willing to be included on our short	notice list? Yes No	
(This is a list we use when a driver is unab	le to respond to a scheduled trip)	





83 Horsman St. Salisbury, NB, E4J 2H3 Phone 506-501-9001 /Fax: 506-576-2204 Email: gfaurbanruralrides@gmail.com

Please provide your Dr	iver's License Number:
What is the year and m	ake of your vehicle:
Please provide your pla	ate number of your vehicle
What is the maximum r	number of riders you can carry?
Are you comfortable pr	oviding assistance to people with mobility issues:
Do you have an installe	ed and approved car seat for children: Yes No
If yes – is the seat forw	ard facing or rear facing?
If no car seat installed the parent: Yes N	would you be willing to use a car seat if provided by Urban/Rural Rides and installed by o?
Additional Document	ation
The volunteer driver wi	Il also need to submit the following documents upon application:
a)	Proof of Automobile Insurance
	Criminal Background Check and Vulnerable Sector Check (forms are provided by the
	RCMP)
	A copy of Driver's License
	A copy of vehicle Registration Vehicle Inspection (yellow sheet)
	A driver's abstract (we will reimburse the cost if charged by SNB – provide receipt)
	Two references
Emergency Contact In	<u>nformation</u>
Name:	
Telephone # (home): _	Work # /Cell:
Please Provide Two R	eferences
Name:	
Telephone # T (home):	Work # /Cell:
Name:	
	Work # /Cell:





VOLUNTEER DRIVER AGREEMENT

BETWEEN:	EN: 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.



Signature of Ride Coordinator

83 Horsman St. Salisbury, NB, E4J 2H3 Phone 506-501-9001 /Fax: 506-576-2204 Email: gfaurbanruralrides@gmail.com

Date

11. ITEMBOWITHMEND 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



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OATH OF CONFIDENTIALITY

As a volunteer driver for Urban/Rural Rides, I, the undersigned,
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. (Finit).
Cignature of Valuntaers
Signature of Volunteer:
Date:
I have explained the implications of signing the oath of confidentiality toand it seems clear that he/she understands the contents of this oath and is aware of the need to keep all
information confidential.
Date:
Date:
Ride Coordinator:

Phone 506-501-9001 /Fax: 506-576-2204 Email: gfaurbanruralrides@gmail.com

HEALTH AND SAFETY

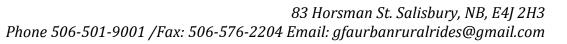
1. GENERAL

- 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

1. Name of Volunteer Drive	r			
2. Date of Accident:				
3. Time of Accident:				
4. Location of Accident:				
5. Name, Address and Tele	phone # of the Pe	ople Involved:		
Name	Address		Telephone #	
6. Name and Telephone # o		Telephone #	•••	
Name		Telephone #		
7. Details:				
8. Signature of Volunteer Dr	river:		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 is being requested.

Name of applicant for volunteer driver:				
Sincerely,				

Kelly Taylor Executive Director Urban/Rural Rides