



Transportation

POLICY

Cascadia Society vehicles must be operated in a safe manner and maintained in a clean and acceptable condition at all times. The use of vehicles owned by Cascadia is restricted to qualified Cascadia drivers. Cascadia Society will pay the cost of transportation for all program outings.

PROCEDURE

VEHICLE OPERATION / SAFETY AND EMERGENCIES

- Coworkers operating Cascadia vehicles must do so in accordance with the laws as prescribed by the BC Ministry of Transportation.
- It is the responsibility of the driver to ensure that all passengers are wearing seat belts.
- At no time should the number of passengers in the vehicle exceed the number of available seat belts.
- Unsafe operation of a Cascadia or personal vehicle while transporting companions will result in the loss of the driver's qualifications as a Cascadia driver.
- There is absolutely no smoking, drinking alcohol or consumption of illegal substances allowed in any Cascadia vehicle, or personal vehicle used for Cascadia business use.
- Companions acting in an unsafe manner require the vehicle to be stopped (pulled off the road) at the first (safe) opportunity. This includes but is not limited to; behavioral, medical etc. If assistance is required, the coworker will call 911 and/or the Home Leader or a Leadership Team member for support and direction. If the companion is under physical or mental distress the coworker will follow medical protocol identified and if in doubt will call 911.
- In cases where unexpected and extreme weather presents i.e., earthquake, excessive rain etc., the vehicle will be stopped at the first safe opportunity away from threatening/unsafe structures as much as possible. Coworkers will call 911 and/or the Home Leader or a Leadership Team Member for support and direction. In addition, where applicable the coworker will listen to emergency radio stations and where possible proceed to nearest identified safety zone in area.
- Any incidents of traffic violations, accidents, or other serious occurrences must be brought to the immediate attention of the Business Administrator.
- Vehicles are not to be left running unattended for any reason. Individuals are not to start up vehicles unless they have a valid driver's license. Unoccupied vehicles are to be locked.
- Drivers must complete the "Vehicle Sign Out Sheet" before and after using a Cascadia vehicle.
- Cascadia vehicle keys must be picked up and returned to the Cascadia office key box and



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signed back in on the sign out sheet. No vehicle keys are to be taken home or left with anyone else. Vehicle keys may also be dropped in the Cascadia Centre's locked mailbox if arriving back from an excursion after normal office hours.

QUALIFICATIONS AND RESPONSIBILITIES OF CASCADIA VEHICLE DRIVERS

- All drivers of Cascadia vehicles must hold a valid BC Driver's License. Exceptions to be approved by the Leadership Team.
- All coworkers driving Cascadia or personal vehicles for Cascadia Society business use must be over the age of 25. Special consideration may be given to drivers under the age of 25, to be approved by the Leadership Team.
- A three-month driving period is recommended for new drivers (with an unrestricted driver's license) before transporting companions in Cascadia or personal vehicles. An internal driving test will be conducted with a senior coworker.
- Orientation with driving any vehicle for Cascadia business use is required for all coworkers. A test drive and orientation will be performed prior to a driver being permitted to transport individuals.
- The Leadership Team may revoke any person's status as a qualified Cascadia driver at any time.
- Driving privileges will be reviewed for any Cascadia driver who is in violation of the laws as prescribed by the BC Ministry of Transportation. All Cascadia drivers are financially responsible for fines and tickets.
- Once the privilege to drive has been revoked, a re-testing will be required before the coworker can resume driving Cascadia vehicles.

DRIVERS PROVIDING TRANSPORTATION FOR COMPANIONS

- It is the responsibility of Cascadia in conjunction with the driver to ensure that companions have appropriate accompaniment when traveling in a vehicle. For example, companions in the "Cascadia Independent Program" require exclusive accompaniment by one coworker (companion/coworker ratio is 1 to 1); companions with special medical needs require accompaniment by coworkers with special medical training.
- Drivers must ensure that they have the **Companion Info Binder** with them as well as a **First Aid Kit** when transporting companions.
- Drivers must sign out the vehicle in the 'sign out' book and sign it back in upon return.
- Drivers must log who is in the vehicle, the destination, departure time, estimated time of return, and cell phone number in the "Communication Book" located in the office. A driver must call the office if they encounter a delay and will be arriving late. A driver encountering a delay occurring after office hours should notify a member of the Leadership Team.



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- Drivers must carry a **cell phone** with them when transporting companions. The cell phone **must be kept on** (with volume on) during the entire trip. As a safety check, drivers must make sure the cell phone is actually on before departing for the trip. Drivers are not permitted to use any cell phone while driving with the exception of emergencies. If calls need to be made or answered, the driver must pull off the road and come to a complete stop to do so.
- Companions are not to be left unattended in a Cascadia vehicle or personal vehicle used for Cascadia business use.
- If companions are known to have incontinence problems, the vehicle seats must be protected by the pads provided or other plastic material (green garbage bags). In the event of any incontinence occurring the driver must make sure that the van is cleaned and that, the pads are cleaned and/or replaced and put back in the vehicle.

OUT OF TOWN TRIPS

- All "Transportation Policies" listed thus far also apply to out-of-town trips.
- For destinations over sixty kilometers (one way), the Cascadia office must be notified in advance (i.e., when a day program trip is planned - or when an overnight trip is planned).

PERSONAL USAGE OF CASCADIA VEHICLES

Cascadia vehicles can be used by coworkers for other than day program use providing that:

- Cascadia does not need the vehicle at that time.
- That all the above "Transportation Policies" listed thus far are met.
- They must record mileage in writing and submit it to the Administration.
- Will agree to pay Cascadia the going rate for mileage cents/kilometer.
- If using a Cascadia vehicle, keys must be picked up and returned to Administration or designated individual.
- No vehicle keys are to be taken home or left with anyone else. Vehicle keys may also be dropped in the Cascadia locked mailbox.
- If an accident occurs while a coworker is operating a Cascadia vehicle for personal use, the person using the vehicle will be responsible for any insurance deductibles and/or repairs to Cascadia's vehicle.
- Vehicle must be returned as clean as when borrowed.

VEHICLE MAINTENANCE

- It is expected that all vehicles owned or leased by the Cascadia Society will comply with maintenance procedures and schedules as outlined by the vehicle manufacturer's



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recommendations. To ensure that Cascadia vehicles are always in safe working order, Cascadia Society maintains written documentation regarding these procedures inclusive of preventative maintenance and detailed inspections/repair records.

- The Cascadia Administration or designate will keep track of service dates for the vehicles as well as incidents of recalls, tire changes, and/or inspections. If there are any problems with the vehicle(s), notify the Administration immediately.
- Before getting in the vehicle, complete a walk around to ensure that the vehicle is safe to drive. Report any damage to the Administration or designate.
- Cascadia drivers are responsible for assisting with the general cleaning of the vehicles including interior and exterior. All garbage is to be removed from the vehicle(s) after use.
- When purchasing gas, keep the receipt and submit it to the Administrative Team. As a courtesy to the next person, the vehicle must be returned with a full tank of gas. If you are unable to do the above mentioned due to time constraint, inform the Business Administrator

Standards associated with this policy: 1) 1.H.1, 2) 1.H.10, 3) 1.H.13 and 4) 4.E.3

RESPONSIBILITY OF: All Coworkers/Home leaders

MONITORED BY: Administration