

South Central Cancer Resource
Transportation Program Policy
Driver information

A person wishing to become a driver for SCCR must:

1. Fill out an application form.
2. Obtain a “Criminal Record Check”. Police and RCMP detachments will do the check free of charge if you specify that this is a volunteer service for SCCR. You must take photo identification with you and women also need ID with their maiden name, eg. birth certificate. Go to your town police station and if none, the nearest RCMP station. You will be given a form stating that you do or do not have a criminal record.
3. Complete a “self-check” for the Child Abuse Registry (forms at office) if transporting a child who is not accompanied by an adult.
4. Sign a Personal Health Information Declaration of Confidentiality.
5. Submit a copy of their current driver’s license and vehicle registration at the time of application and each January.

A copy of these forms will be placed in the driver’s file at SCCR, along with the application, and a copy of the driver’s license and vehicle registration.

When a request for a driver is received:

1. The Community Driver Coordinator or the SCCR Coordinator will arrange a driver for the trip(s) and provide the pertinent information to the driver.
2. The driver will contact the client prior to the trip to confirm the arrangements.
3. The clients will be picked up at home, taken to the appointment and returned home by the driver. The client is welcome to take someone along with them on the trip and is encouraged to do so if assistance is needed. There is no fee for the extra person.
4. The clients will be billed by SCCR and will pay SCCR directly.

Payment:

SCCR drivers will submit their driver logs to the SCCR office on a monthly basis. Drivers are to include parking and meal receipts. Payment will be mailed. Please allow time for processing. Please cash your cheques promptly to assist the Treasurer in maintaining accurate records. If there are any concerns, contact the Resource Coordinator.

If you have expenses which are not listed on the driver log (eg. overnight accommodations), please use the SCCR expense claim form.

Drivers will be paid at the current rate which has been approved by the Board of Directors and will reimburse the drivers for parking fees and a meal(s) as per the Meals and Accommodations policy. SCCR policy does not cover meal costs for clients unless pre-approved by the SCCR Board. (The mileage rate as of the date of this policy will be \$0.346 per kilometer. The drivers will be notified of any change.)

For trips from Morden and Winkler to Boundary Trails Health Center, the driver will be paid \$10 for a round trip. If the appointment is lengthy, (eg for chemotherapy), the driver will be paid for 2 round trips.

If a driver wishes to donate all or part of his/her payment back to SCCR, a charitable receipt for that amount will be issued.

Please note--you can use the Driver lounge off the main lobby in CancerCare MB if you have to wait for the client.
--parking passes are available at SCCR for drivers to park on Olivia St. beside CCMB for brief periods. These spaces are limited.

Driver and Client Responsibilities:

SCCR's first consideration is to provide a safe and comfortable trip and a healthy environment for both parties. To this end;

- 1.) All persons in the vehicle are required to wear a seatbelt unless there is a written exemption from a health care professional.
- 2.) No smoking in the vehicle.
- 3.) The driver and/or the client should provide a container (a pail or bag) in case the client becomes ill in the car.
- 4.) The client will be dropped off at the door of the appointment location and the driver will park the car and inform the client where he/she can be found at the conclusion of the appointment.
- 5.) The driver will complete the log for the trip and the client will sign the form.
- 6.) A short stop for a meal or travel outside the original destination is allowed if it is agreeable to both parties. The drivers must be aware that the clients are often feeling unwell and the clients must be respectful of the drivers time.
- 7.) If in the course of the trip, there is a concern about the safety, well being or comfort of either party, it should be brought to the attention of the Coordinator as soon as possible.
- 8.) The driver has the right and responsibility to cancel or abort the trip if safety is an issue (eg. poor road or weather conditions, illness).
- 9.) If for some reason the trip is cancelled or the arranged driver is unable to make the trip, the SCCR Resource Coordinator, the Community Coordinator or the client or driver should be informed as soon as possible.

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