



Transportation Program Guidelines for Members

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Created for use by: Our Children, Our Future / Nos enfants, notre avenir

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1. Purpose of the Guidelines

- a. These guidelines have been established to ensure that the Transportation Program is a positive and safe experience for all those involved:
 - i. passengers
 - ii. organization

2. Eligibility

- a. Members must meet most of the following criteria to be eligible to access the transportation program:
 - i. must be a registered member of Our Children, Our Future / Nos enfants, notre avenir. If a member brings a non-registered member to a program when using transportation provided from OCOF that person cannot ride in the company vehicle or taxi.
 - ii. must be the parent or legal guardian of the children being transported. *The only exception is for areas that do not have adequate public transportation. In the event that a member is bringing their own child as well as another member's child, they will be provided with a taxi or a company vehicle. In the case of being transported by company vehicle, a consent form will need to be signed by the legal guardian giving permission for their child to be transported (see appendix A). In the case of being transported by taxi, a waiver will need to be signed by the legal guardian giving permission for their child to be transported (see appendix B).*
 - iii. a member who is facing financial challenges
 - iv. a member who may be socially isolated
 - v. does not have his/her own vehicle or who does not have a driver's permit
 - vi. lives within the program's geographical catchment area (see *appendix D*).
 - vii. medical condition with a valid doctor's note when required
- b. Staff will use their discretion in determining the need for transportation for members who may not meet the above criteria.
- c. Members who live in an area where there is no adequate public transportation may be provided transportation to OCOF programs via taxi or company vehicle. *In the case of being transported by taxi, a liability waiver will need to be signed by the parent or legal guardian (see appendix C).*
- d. Members may be transported to a program in their geological catchment area (see appendix D). If a similar program is offered closer to where they reside they will be encouraged to attend that program *i.e. if a playgroup takes place twice per week in two different locations then they will be encouraged to attend the playgroup that is closest to their home.*

- e. Members are encouraged to use the cheapest mode of transportation available.

For City of Sudbury Members

- a. Members who use public transportation and do not have a transit bus pass qualify for bus tickets. Two tickets will be given at each program (one to go home with and one to return to the next program).
- b. A single parent travelling with two children under the age of three qualifies for a taxi.
- c. Two parents travelling with three children under the age of three qualifies for the same as a single parent.

3. Frequency of Use

- a. Access to the transportation program is limited due to yearly budgets.
- b. On average, a member is able to access the transportation program twice per week.
 - i. Members that meet the eligibility criteria may be able to access transportation more than twice per week at those times of the year when multiple program components are running *i.e. they would be able to attend one playgroup, one discussion group, one collective kitchen in the same week however they cannot access two playgroups in one week.*
 - ii. Staff will use their discretion to determine how often a member may need to access a program based on individual need.

4. Booking / Canceling Rides

- a. All rides are booked and cancelled through staff.
- b. All rides must be booked a minimum of 24 hours in advance of programming.
- c. If members are unable to attend a program and they have a ride booked, they are required to notify staff as soon as possible. Messages may be left on the answering machine any time of day.
- d. Transportation may be declined if it is deemed to be too expensive or the distance is too far.
- e. Members are responsible for being ready at the pre-arranged pick up time and location. Driver will only wait for 5 minutes.
- f. If the driver does not arrive for a scheduled ride, please inform staff.
- g. Unscheduled stops are prohibited; the drivers are only to drive members to the **pre-approved** destination.

5. Suspension of Services

- a. If more than two rides are missed, transportation may be suspended for up to two months. Missed rides are defined as:
 - i. member is a no-show after driver is waiting for five minutes
 - ii. two cancelled rides with too short of a notice equals one missed ride
- b. Drivers are to refuse to provide transportation to members who:
 - i. are hostile, are verbally abusive, are under the influence of alcohol or drugs or refuses to comply with the safety guidelines of the organization
- c. Members must remember that it is important to respect the Transportation Program by following the established guidelines. Participation in this program may be suspended if these guidelines are not followed properly.

HEALTH AND SAFETY

6. Seat Belt and Child Restraints

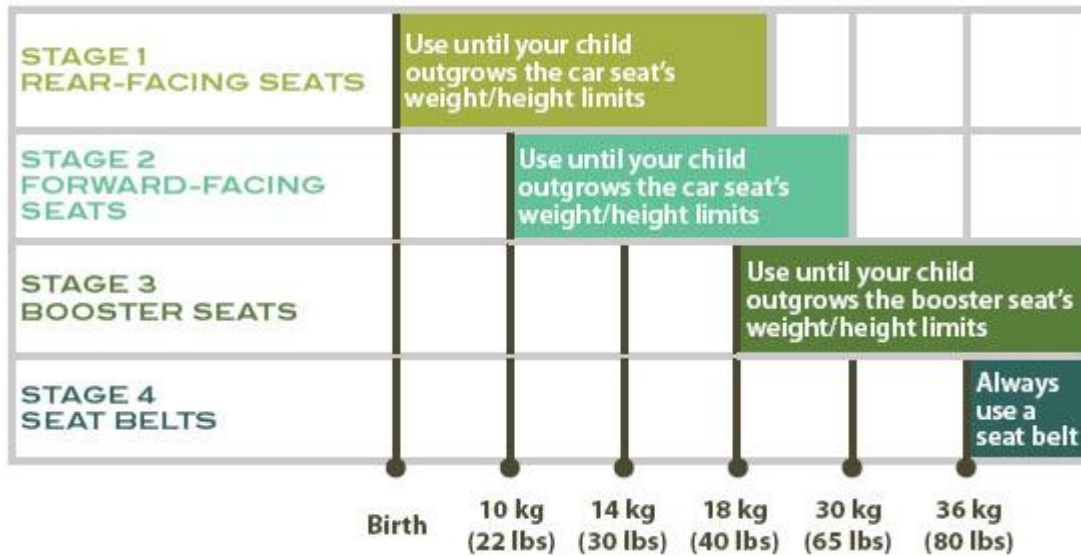
- a. Seat Belts and Child Restraints
 - i. Members are responsible for ensuring that the car seats are properly installed at the time of the ride.
 - ii. All passengers must wear seat belts at all times. In the case of someone in the car without a seat belt, drivers are obligated to pull over to the side of the road until all seat belts are buckled.
 - iii. All drivers operating a company vehicle must have car seat safety training.
 - iv. OCOF is legally obligated to follow the recommendations from Transport Canada¹ to keep everyone safe in the vehicle.
- b. Seat Belt and Child Restraint requirements for Taxis

Ontario Ministry of Transportation² states that there are no seat belt exemptions for passengers in taxis—only for the driver when carrying passengers for hire. A passenger must use his/her seat belt. Taxi drivers are exempt from the child car seat and booster seat requirements when transporting a passenger for hire. However, taxicab drivers transporting children for personal reasons, or those that operate a taxi while under contract with a school board or other authority for the transportation of children, are required to comply with the child car seat and booster seat requirements.

¹ Transport Canada <http://www.tc.gc.ca>

² Ontario Ministry of Transportation <http://www.mto.gov.on.ca>

Car Time Stages



For optimal safety, it is recommended to keep a child in each stage for as long as possible

7. Other Health and Safety Reminders

- a. No eating, drinking or smoking in the vehicle.
- b. If a member detects the driver is under the influence of alcohol or drugs, they are to refuse to get into the vehicle and must report the situation to a staff member as soon as possible.

APPENDICES

Appendix A – Transportation Consent Form signed by parent or legal guardian giving permission for their child to be transported by OCOF company vehicle with their childcare provider.

Appendix B – Transportation Waiver signed by parent or legal guardian giving permission for their child to be transported by taxi or school bus with their childcare provider.

Appendix C – Transportation Waiver signed by parent or legal guardian to be transported by taxi cab or school bus.

Appendix D – List of Geographical Catchment Areas where we can provide transportation.

Appendix A

Transportation Consent Form

**Our Children, Our Future / Nos enfants, notre avenir
Consent
(Use of OCOF/NENA company vehicle)**

CHILD(REN)

First Name	Last Name

PARENT/GUARDIAN

Name: _____ Phone: () _____

Address: _____

CHILDCARE PROVIDER

Name: _____ Phone: () _____

Address: _____

I, (Parent/Guardian above), grant permission for my child(ren), (details above), to be transported by Our Children, Our Future / Nos enfants, notre avenir company vehicle to attend programs with their childcare provider (details above).

Signature _____ Date _____

Witnessed By: _____ Date _____

Appendix B

Transportation Waiver

**Our Children, Our Future / Nos enfants, notre avenir
Consent and Waiver of Liability
(Use of taxi cab or school bus booked by OCOF/NENA)**

CHILD(REN)

First Name	Last Name

PARENT/GUARDIAN

Name: _____ Phone: () _____

Address: _____

CHILDCARE PROVIDER

Name: _____ Phone: () _____

Address: _____

I, (Parent/Guardian above), grant permission for my child(ren), (details above), to be transported by taxi cab or school bus booked by Our Children, Our Future / Nos enfants, notre avenir to attend programs with their childcare provider (details above).

As parent and/or legal guardian, I agree on behalf of myself, my child(ren) named herein, or our representatives, heirs, successors, and assigns, to release from any and all liability and to hold harmless Our Children, Our Future / Nos enfants, notre avenir, employees, insurers and agents for any claim resulting from any accident, property loss, injury or illness incurred as a result of, or in connection with such transportation.

Signature _____ Date _____

Witnessed By: _____ Date _____

Transportation Waiver

Our Children, Our Future / Nos enfants, notre avenir
Consent and Waiver of Liability
(Use of taxi cab or school bus booked by OCOF/NENA)

CHILD(REN)

First Name	Last Name

PARENT/GUARDIAN

Name: _____ Phone: () _____

Address: _____

As parent and/or legal guardian, I agree on behalf of myself, my child(ren) named herein, or our representatives, heirs, successors, and assigns, to release from any and all liability and to hold harmless Our Children, Our Future / Nos enfants, notre avenir, employees, insurers and agents for any claim resulting from any accident, property loss, injury or illness incurred as a result of, or in connection with such transportation.

Signature _____ Date _____

Witnessed By: _____ Date _____

Appendix D

Geographical Catchment Areas

Sudbury

City of Sudbury

Valley East / Capreol

ValCaron, McCrea Heights, Blezard Valley, Val Therese, Hanmer, Capreol

Lacloche Area

Espanola, Nairn Centre, Walford, Webbwood, Massey, Whitefish Falls,
Willisville, McKerrow

Sudbury East

Alban, Noelville, St. Charles, Warren, Markstay, Monetville, Hagar,
Stintson

ACKNOWLEDGMENT

I acknowledge that I, _____ (print name) have read and understand the ***Transportation Guidelines for Members***. I agree to abide by and respect these guidelines.

Member Signature

Date

Witnessed By

Date