

BRAGG CREEK SNOWBIRDS SENIORS FELLOWSHIP
DRIVER GUIDELINES FOR TRANSPORTATION PROGRAM

1. All Requests to participate in the transportation program **MUST** be directed to and approved by Roger Latham. Roger can be reached at 403-949-4147. Roger will then determine how you can best contribute as a driver.
2. You are encouraged (but at this time it is not compulsory) to obtain a “Driver’s Abstract” and “Criminal Record Check” from the RCMP in Cochrane. You will be reimbursed for these expenses. Also, please ensure you have adequate insurance coverage.
3. A blank invoice sheet will be provided for you to fill in, either after each trip or after an accumulation of trips. This invoice is to be returned to Roger for approval before it will be passed on for payment. It can be mailed to Roger at Box 954, Bragg Creek, Ab TOL OK0. Please note, only mileage and parking can be claimed. There is no honorarium provided as per directive from Rocky View Council.
4. Family members and/or friends do not qualify for the program as the aim is to provide assistance to those who have no other support whatsoever, including financial support.
5. Once approved by Roger you will be asked to contact the patient directly to make the appropriate arrangements, pickup time, estimated return time etc. You are encouraged not to take any side trips or unapproved stops.
6. Please provide the patient you are transporting with a list of policies to be read and signed off before each trip commences. This is to avoid any unexpected requests or inconveniences and **is only required once for each patient (not every trip)**.
7. Every effort is made to assist drivers. Please stay in touch with Roger, either by text, email, phone call etc on a fairly regular basis so he can monitor what activity is happening and thus be able to report to the board of directors on a regular basis. This will help to establish a pattern and help us to maintain up to date records and data for our application to renew the program if and when the time comes.
8. Violent or disrespectful actions or behaviours directed toward any of our drivers will not be tolerated.
9. Please contact Roger if you ever have any concerns or issues.

Signed _____ Date: _____

(name of driver)