

SCHEDULE “A”

Policy: Emergency Support Volunteer Drivers

Policy Statement:

The Township of Wollaston recognizes that during the COVID-19 pandemic, that some Township residents will be unable to access food services, as these individuals are unable to leave their homes and they do not have family or friends who can assist them. This policy is intended to provide supports for these individuals to ensure that they do not leave their homes and potentially endanger others lives, during the COVID-19 Pandemic.

Residents who are unable to leave their homes and do not have other supports to assist them to access groceries, during the COVID-19 Pandemic will be encouraged to call the Township at 613 337 5731. Township staff will endeavor to assist these individuals by providing access to an approved Emergency Support Volunteer Driver to deliver groceries to the individual.

The Township will maintain a listing of approved Emergency Support Volunteer Drivers.

Purpose:

The purpose of this policy is to provide a mechanism for Wollaston Township to support residents who must not leave their homes during the COVID-19 pandemic, who do not have any other community supports, with a way to access a volunteer driver who will safely deliver groceries to the resident.

Scope:

This policy applies to Township of Wollaston staff and any approved volunteer drivers

Responsibilities:

The Clerk and/or the CEMC or designate of the Township of Wollaston will be responsible for reviewing and approving applicants to become volunteer drivers, ensuring that:

All emergency support volunteer drivers, shall

- Have adequate personal automobile liability insurance coverage (minimum \$1,000,000)
- Have a valid driver's license
- Be 21 years of age or older
- Respect and maintain the confidentiality of individuals receiving delivery assistance and will sign the Township of Wollaston's Confidentiality Agreement,
- Acknowledge that they understand how the COVID-19 virus is spread and will ensure that they protect themselves by maintaining the 2 metre physical distancing requirement at all times, frequently wash their hands, or use hand sanitizer between delivery of grocery bags to multiple recipients if required.

EMERGENCY SUPPORT VOLUNTEER DRIVERS

Procedure for: Township Staff **Date Enacted:** April 09, 2020

Purpose

The purpose of this Administrative Procedure is to provide direction to Township of Wollaston Staff regarding the use of emergency support volunteer drivers.

Responsibilities

The Clerk and/or CEMC or designate shall follow this administrative procedure.

Procedures

- 1.0** All volunteer drivers shall complete the *Volunteer Driver Authorization to Transport Groceries form* (Appendix A) and seek approval from the Township of Wollaston before driving as an emergency support volunteer. Upon approval by Staff, the Volunteer will be required to read and sign the Township's Confidentiality Policy.
- 2.0** All volunteer drivers, are advised that, in order to bring into effect, the Township of Wollaston's Liability Insurance, they shall:
 - Use a licensed automobile which carries valid automobile Third Party Liability insurance as required under Ontario legislation
 - Provide the Township Staff with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on Township related business
 - Be aware that the Township of Wollaston Liability insurance comes into effect only after the vehicle owner's primary Third-Party Liability insurance limit has been exhausted
 - Be aware that any damage to the volunteer's vehicle, the cost of any insurance deductible or premium adjustment as the result of an accident while the vehicle is being used on Township-related business is NOT covered by the Township's Automobile Liability insurance
 - Be aware that legislation makes it illegal for drivers to talk text, type, or e-mail using hand-held cell phones and other hand-held communications and entertainment devices. The law also prohibits drivers from viewing display screens while driving, such as laptops and DVD players that are unrelated to the driving task.
 - Be aware that seat belts must be in working condition and used.
 - Follow all government directives related to COVID-19 to protect themselves
- 3.0** In order for an individual to act as a volunteer driver they shall qualify to become a volunteer and follow the Township Emergency Support Volunteer Drivers policy and the Volunteer Driver Authorization to Transport Groceries requirements.
- 4.0** Upon submission of the Volunteer Driver Authorization to Transport Groceries form, and approval by Township Staff, the Volunteer Driver will be provided with a copy of the signed form, a copy of the government issued COVID-19 Fact Sheet on Physical Distancing EN-06.
- 5.0** The Volunteer Driver will consent for their phone number to be shared as required with individuals to facilitate the delivery of groceries.

- 6.0** Staff have full authority to approve or deny applicants: using their best judgment. Staff must be confident that the applicant both meets all the stated requirements for the position and will also fulfill the requirements in a safe responsible manner.

To this end, Staff may first consider current Township Volunteers who have demonstrated compliance with Township policies and/or applicants who are currently Volunteering with another regulated organization or association.

Staff will have full authority to withdraw approval to participate in this activity, should they receive any complaint or concern. In this case, staff will notify the applicant in writing.

Should staff decide not to approve an applicant they will provide written notice of the rationale for their decision.

Staff decisions on applicants are final.

THE TOWNSHIP OF WOLLASTON

**APPENDIX A
VOLUNTEER DRIVER AUTHORIZATION TO
TRANSPORT GROCERIES**

STAFF Name: _____

DATE: _____

This will authorize

(Name of driver)

To transport groceries from an approved grocery service to an individual who is unable to leave their home, with no family or community support during the COVID 19 Pandemic:

VEHICLE INFORMATION:

MAKE _____ YEAR: _____ LICENSE PLATE # _____

INSURANCE INFORMATION: POLICY NUMBER _____

TOTAL AMOUNT OF THIRD-PARTY LIABILITY INSURANCE: \$ _____
(MINIMUM REQUIRED \$1,000,000)

All volunteer drivers shall have adequate liability insurance coverage, a valid driver's license, a driving record that is free from violations, and be 21 years of age or older. In order for an individual to act as a volunteer driver they shall qualify to become a volunteer upon approval of Township Staff.

All volunteer drivers, are advised that, in order to bring into effect Wollaston Township's Liability Insurance, they shall:

- (a) Use a licensed automobile which carries valid automobile Third Party Liability insurance as required under Ontario legislation.
- (b) Provide the Township with prompt written notice, with details of any accident arising out of the use of a licensed automobile during a trip on Township-related business.
- (c) Be aware that the Wollaston Township's Liability insurance comes into effect only after the vehicle owner's primary Third-Party Liability insurance limit has been exhausted.
- (d) Be aware that any damage to the volunteer's vehicle, the cost of any insurance deductible or premium adjustment as the result of an accident while the vehicle is being used on Township-related business is NOT covered by the Wollaston Township's Automobile Liability insurance.
- (e) Be aware that legislation makes it illegal for drivers to talk text, type, deal or e-mail using hand-held cell phones and other hand-held communications and entertainment devices. The law also prohibits drivers from viewing display screens while driving, such as laptops and DVD players that are unrelated to the driving task.
- (f) Be aware that Seat belts must be in working condition and used.

DECLARATION TO BE SIGNED BY DRIVER

- I declare that I hold an unrestricted driver's license.

- I declare that I am authorized to drive in Ontario, and my vehicle is insured by a valid automobile liability insurance policy as required by Ontario law.
- I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition.
- I declare that I have read and signed the Township of Wollaston's Confidentiality Statements and will respect the confidentiality of those I may assist.
- I approve and permit Wollaston Township to provide my phone number to facilitate assisting individuals to access groceries.
- I declare that I have read and understand the COVID-19 Physical Distancing EN-06 pdf Fact Sheet.

Driver's Printed Name: _____

Driver's Signature: _____

Date: _____

Driver's Phone Number: _____

TOWNSHIP APPROVAL

STAFF Printed Name: _____

Signature: _____

Date: _____