





VILLE DE - TOWN OF
Gravelbourg

POLICY INFORMATION		
Policy Title: Transette Policy	Policy No. 550-001	Resolution No.: 2022-0359 Effective Date: September 6, 2022
Authoritative Body: Town Council	Jurisdiction: Town of Gravelbourg	Author: C. Wallington / V. Sture
Amendments:		
CAO: 	MAYOR: 	
SUMMARY: The purpose of this policy is for the Town of Gravelbourg to maintain the Transette Bus and provide transportation services to individuals residing within the town of Gravelbourg.		

POLICY STATEMENT:

The Town of Gravelbourg owns a bus equipped with a lift for the purpose of transporting town residents that are unable to use alternate modes of transportation. This service is not meant as a taxi service and is not a traditional transit vehicle with regularly scheduled stops and pick-ups.

DEFINITIONS:

Annual: For the purpose of transette fees, is defined as January 1st to December 31st of each year. (available for purchase by individuals only)

Conventional Transportation: Is deemed to be a traditional mode of transportation and is to include rides from family, friends, and any local taxi.

Month: For this purpose of transette fees, is defined as 30 round trips (punch card will be provided with purchase)

Persons with mobility challenges: Is any person who is unable to use conventional transportation modes with dignity due to a disadvantage, age, or a condition of inability.

APPLICABILITY:

1. This policy is to be adhered to by all the Town of Gravelbourg staff, the Mayor, Councilors, and drivers.
2. The individual(s)/riders must be residing in the Town of Gravelbourg, understand the use of the vehicle as outlined in the policy statement and who meets the definition of **persons with mobility challenges** that cannot use **conventional transportation**.
Included are:
 - a) Be a resident of a supported living environment such as the Villa, the Foyer, etc.
 - b) Senior citizens who have no alternate options (family, friends, support group).
 - c) Transportation services requested apply within the Town of Gravelbourg limits. (See exceptions listed under Roles and Responsibilities, No. 6).
 - d) Any resident who is unable to use conventional transportation.

ROLES & RESPONSIBILITIES:

1. The passengers or users are required to book transportation services through the Town of Gravelbourg office by contacting the Town at 306-648-3301 Ext. 5 during office business hours (Monday – Friday 8:00am – 12 noon and 1:00pm to 5:00pm). All bookings are subject to availability of the vehicle and drivers.
2. The residents of Bon Ami Group Home and Clients working at IPI have priority use of the Transette bus and as such the staff are issued a town gas card. It is the responsibility of the Group Home / IPI staff to ensure the vehicle is fully fueled after each use.
3. The Town of Gravelbourg and the Executive Director of Bon Ami work together to provide transportation services that work around the needs of Bon Ami/IPI Clients. Bon Ami/IPI provides their own drivers who must be approved by the Town's insurance provider and must be trained prior to using the vehicle.
4. The transportation services program operates in partnership with the flexibility of the drivers and the residents at the Villa. The Town communicates with the Gravelbourg Housing Authority representative to collaboratively create the annual schedule. The residents are responsible for conveying to their representative what days/times work for their schedules.
5. St. Joseph's Hospital/Foyer D'Youville representative arranges for the use of the Transette for the Foyer residents which varies throughout the year. The residents at the Foyer D'Youville are accompanied by a caregiver who are responsible for securing their clients with wheelchairs. For liability reasons, the driver is responsible for ensuring the wheelchair/mobility scooter is secure and for operating the lift.

6. Other Town of Gravelbourg residents not addressed above are also able to access the Transette service subject to the availability of the vehicle and drivers. If the client is unable to care for themselves, a caregiver is required and is responsible for securing their clients with wheelchairs. For liability reasons, the driver is responsible for ensuring the wheelchair/mobility scooter is secure and for operating the lift.
7. Passengers cannot be transported on their mobility scooter; they must transfer in to a seat.
8. All seated passengers must wear a seat belt.
9. In addition to the bookings noted above, there are opportunities for the Transette to be booked for outings and events (Christmas Lights Tour, Church Luncheons, Thomson Lake, etc.). In these cases, the bus may go outside the radius of the Town of Gravelbourg. All bookings go through the town office and are organized in advance. These other trips are based on the availability of the bus and drivers and fee for use shall include a mileage rate.
10. A minimum of 24 hours' notice is needed to book or cancel trips. There is a 24-hour voicemail system to accommodate after hours notices. Messages can be left with the front desk at 306-648-3301 Ext. 5.
11. All drivers are required to submit information for insurance and liability coverage including a current driver's abstract and criminal reference – vulnerable sector check (both updated annually) and are required to be trained on the operation of the vehicle, its lift and the securing of passengers.
12. The Town of Gravelbourg provides training sessions to staff and volunteers on how to operate the basic functions of the Transette bus, plus additional training on the proper technique to secure individuals in wheelchairs.
13. Each volunteer or staff member that represent their organization is required to attend these training sessions. Each organization is responsible to pass on this training to their staff.

FEES & CHARGES

1. Fees and charges are reviewed annually and are published within the fees and charges bylaw.
2. Drivers are paid at the end of December.
3. Mileage rates for out-of-town bookings are published within the fees and charges bylaw.
4. There is no charge for an accompanying caregiver for clients that require this assistance.
5. Trips cancelled without 24 hours' notice may be subject to a cancellation fee.



OTHER USE

1. Any other use or rental of the vehicle outside of that listed within the policy must be approved by Council and must be approved by our insurance provider. A separate agreement for use will be required.

REVISION HISTORY

Date	Description of Revision	Authorized By
October 18,2022	Definitions added for Annual and Month regarding fees	Resolution #2022-0416

