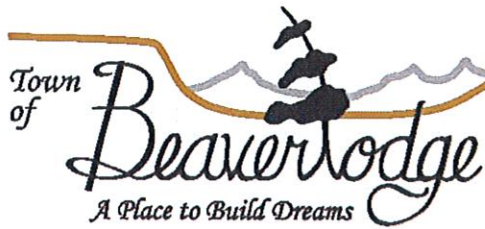


Policy Title: USAGE OF TOWN OF BEAVERLODGE OWNED HANDI-BUS	Policy #: 07-1-2 (Amendment)
Authority Approval: Town Council & CAO	Resolution #: Effective Date: November 26, 2018
Distribution:	
<input checked="" type="checkbox"/> Master	<input checked="" type="checkbox"/> Fire Department
<input checked="" type="checkbox"/> Administration	<input checked="" type="checkbox"/> Library
<input checked="" type="checkbox"/> Council	<input checked="" type="checkbox"/> Public Works
<input checked="" type="checkbox"/> FCSS	<input checked="" type="checkbox"/> Recreation

Purpose: To regulate and control usage of the Handi-Bus.

Policy Statement:

1. As the Town of Beaverlodge has purchased a Handi-Bus with funding provided by the Town and Community Lottery Board Region 11, which by virtue of funding regulates the use of the bus is a "community bus".
2. This policy specifies the major use of this bus be for transportation and enjoyment of seniors, handicapped persons, and community organizations, etc., to points within the Province of Alberta no further than 300 km, one way, from the Town of Beaverlodge. Any further destinations, a request must be submitted in writing to the Town explaining where and for what event. Approval will be granted at the discretion of Town Administration. The Handi-Bus will NOT travel on gravel roads unless an exception is granted, this will be done on a per case basis with consultation with Administration. Usage/Booking of the Handi-Bus and driver must be arranged with Town Administration. The driver shall have discretion of cancelling travel due to extreme weather conditions. For regular schedule trips (i.e. every Wednesday to Grande Prairie for seniors). A minimum of eight (8) passengers is required.
3. The Town of Beaverlodge shall establish mileage rates and user fees in accordance with the operation costs of the bus:
 - o Mileage Rates/Current Fees: Shall be charged to the organization using the bus. And shall be established at a sufficient rate to recover the cost of fuel, repairs and maintenance, insurance, vehicle inspections, and the driver. (See attached Schedule "A", which shall be reviewed on a yearly basis).


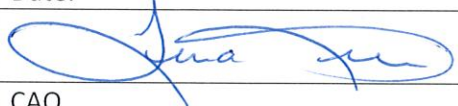


Box 30, Beaverlodge, AB T0H 0C0

Phone: 780.354.2201

Fax: 780.354.2207

- Driver Wages & Travel Entitlement: Shall be paid by the Town of Beaverlodge, directly to the driver, at rates established by the Town. A list of qualified drivers will be maintained by the Town. (See attached Schedule "B" regarding bus driver guidelines and requirement)

Reviewed/Amended	Date:
	
Mayor	CAO

Schedule "A"

Town of Beaverlodge
Schedule of Mileage Rates/Current Fees for Handi-Bus

Mileage Charges:

For Travel over 40km Outside of Beaverlodge:

To be paid by the organization using the bus at a flat rate of \$3.00/km and a refundable damage deposit of \$500 (at the discretion of the CAO). This rate includes the hire of a driver at \$19.00/hr. when driving and \$15.00/hr. when waiting

For Travel within Beaverlodge and under 40km from Beaverlodge:

To be paid by the organization using the bus at \$40/hr and a refundable damage deposit of \$500 (at the discretion of the CAO). Minimum of one (1) hour charge. This rate includes the hire of a driver at \$19.00/hr. when driving and \$15.00/hr. when waiting.

Special Rate:

For individuals with social needs, other than Town resident and Town Organizations the charge shall be \$50/hr and a refundable damage deposit of \$500 (at the discretion of the CAO), including the driver and a minimum of four (4) hours.

Regularly Scheduled trips to Grande Prairie:

Passengers shall be required to pay a rate of \$5.00 per trip, this includes the hire of a driver at \$19.00/hr. when driving and \$15.00/hr. when waiting.

Passenger Fees:

Should the organization renting the bus wish to charge a fee for passengers boarding, to assist in covering the cost to the organization, the rate will be set at their discretion within reasonable limits.

Driver Wages & Travel Entitlements:

The Town of Beaverlodge will pay the driver at a rate of \$19.00/hr. when driving and \$15.00/hr. when waiting, from the monies collected from the organization(s)/individuals using the Handi-Bus. The driver shall be contracted by the Town of Beaverlodge and not be a Town employee. Thus, the driver is responsible for all contributions to Revenue Canada. Should the driver require accommodations or meals this must be paid by the organization using the bus and will not be the responsibility of the Town.

If a contracted driver cannot be found, the organization(s)/individual using the bus may supply their own driver, if the driver meets the requirements of Schedule "B".

Schedule "B"

Town of Beaverlodge

Bus Driver/Town Guidelines and Requirements

The Driver (when operating the Town owned Handibus) is a representative of the Town and should conduct himself/herself in a manner that is courteous to all parties that choose to utilize the bus.

The Bus Driver shall:

- Enter into a contract with the Town;
- Operate the bus in a safe and courteous manner;
- Be properly licensed for operating a bus (Class II);
- Be familiar with and adhere to the requirements of the **Highway Traffic Act** and related sections of the **Act**;
- Prior to driving, provide Town Administration with a driver's abstract from the Motor Vehicles Branch;
- Abstract must be submitted to the Town office annually;
- Provide the Town with a satisfactory medical upon renewal of the Class II licence;
- Be thoroughly familiar with and adhere to this policy;
- Driver will assist passengers when getting on and off the bus, which will include the security of passengers and wheelchairs (stabilize clients when entering bus, anchor all wheelchairs, and also discharging passengers in an area that is unobstructed.)
- Ensure safe operation of the electric ramp for wheelchairs.
- Not drive the bus for 24 hours after consuming alcohol/drugs or cannabis. Failure to comply with these guidelines will result in being prohibited from driving the Handi-Bus.
- Be reviewed by Town Administration if license has been suspended for any driving infractions;
- Provide Town Administration with a phone number at which the driver can be reached in case of emergency;
- Not smoke in the bus;
- Not take drugs/medications while driving the bus that will affect his/her driving capabilities;
- Decide whether or not outdoor conditions are suitable for travel;
- Maintain accurate logs for each trip, with the following information:
 - kilometers traveled
 - waiting time and driving time
 - Organization/Individual and organizations/individual's billing information (if applicable)
- Maintain a driving record with no more than 6 demerits;
- Use of cell phones prohibited while driving the bus;
- Ensure the bus is filled with gasoline at the end or beginning of each trip;

- Advise Town Administration of any maintenance or cleaning required for the Handi-Bus.

The Town shall:

- Ensure the bus and equipment are in safe mechanical condition;
- Ensure that the bus interior is clean and that the exterior lights are free of any obstacles;
- Provide a fuel card for the Handi-Bus;
- Maintain the booking of the handi-bus and ensure that the driver is given the schedule of rentals in a timely manner.



THIS AGREEMENT made in duplicate this -- day of Month, 2018.

BETWEEN:

THE TOWN OF BEAVERLODGE a Municipal Corporation
(hereinafter called the "Town")

AND:

Name of Driver
(hereinafter called the "Driver")
PO BOX 0000
BEAVERLODGE, AB T0H 0C0

WHEREAS, Driver's Name agrees to do drive the Town owned Handi-bus for the Town of Beaverlodge, on a contractual basis for an hourly fee.

NOW THEREFORE THE PARTIES HERETO COVENANT AND AGREE AS FOLLOWS:

- The driver will adhere to Schedule "B" of the Town of Beaverlodge Usage of Town of Beaverlodge owned Handi-bus Policy #07-1-2 and any amendments thereto.
- The Town agrees to pay the driver the hourly wages as set forth in the Policy #07-1-2 and any amendments thereto.

1. Failure to adhere to these duties will result in immediate termination.
I agree to the above terms and conditions.

(Print Name)

(Signature)

(Date)

(Town of Beaverlodge Representative)

(Date)