Policy Number A2022-01

Policy Type Council

Policy Name Handi-van

Approval Date April 13, 2022

Motion # 2022-100

Version 1

Purpose:

To set out the process for Health Authority use, community use, rental, maintenance and ensure drivers are properly licensed and have the knowledge to operate the Handi-van.

1. Anyone wishing to drive the Handi-van must have prior approval through Insurance. This is obtained by submitting the driver's license to the Town of Eston to submit to insurance.

 Approval may take 3 - 4 days and can not be obtained on weekends.

1. All drivers must have an orientation on the operation of the Handi-van prior to using the van. The orientation will include the operation of the lift and the methods to secure wheelchairs.

The driver will sign a form indicating they have received the orientation and an employee of the Town and or/Health Authority will also sign to indicate they provided the orientation.

When booking the Handi-van a time and date can be set for the training.

1. All drivers will sign a waiver of liability, proof of orientation and if applicable a Rental Agreement before driving the Handi-van.
2. If the Handi-Van is for rental in addition a rental agreement will be required. Rental is limited to residents of Eston and RM of Snipe Lake.
	1. Forms to be picked up at the Town Office
	2. Keys to be picked up and returned to the Town Office
	3. The Town Office will invoice upon return of the keys
3. The Handi-van bookings will be done through Google Calendar to prevent overlap.
4. The Handi-van maintenance is the responsibility of the Town of Eston, this includes the yearly safety.
5. The Handi-van will be parked at the Town Office along with all the keys at all times.

*See attached appendix A for rental pricing*

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Mayor Signature Chief Administrative Officer

*Appendix A*

|  |  |  |
| --- | --- | --- |
| In Town | Flat fee for in Town use *only* | $20 |
|  | *Cleaning if required* | $30 per hour |
|  |  |  |
| Out of Town | Minimum Charge | $20.00 |
|  | Travel Charge of .59 km | Track km |
|  | *Cleaning if required* | $30 per hour |
|  |  |  |

Note:

* The Handi-van to be brought back in the same condition or a $30 per hour cleaning charge will be invoiced.
* The Handi-van to be brought back with the same amount of fuel or a mileage per km will be added.

*Appendix B*

Handi Van

*As of April 2022, Motion# 2022-100*

Rental Agreement

|  |  |
| --- | --- |
| Date of Rental: | Date Returned: |
| Name: | Phone: |
| Address (mail): | Email: |

Waiver

I hereby legally bind myself, my heirs and successors that I waive, release and forever discharge any and all rights for damage which I may have or may hereafter accrue to me against the Town of Eston or Health Authority and their respective officers, agents, helpers, representatives and assigns for any and all damages which may sustained or suffered by me in connection with operation of the handi van.

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Signature Date

Orientation

I have received an orientation in the operation of the handi van that has included the operation of the wheel chair lift and the proper method to secure a wheel chair passenger inside the vehicle.

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Signature Date