



TRANSPORT DRIVER MANUAL

Revised 2/2014

THANK YOU

On behalf of Philadelphia's animals, thank you for volunteering!

ACCTPHILLY.ORG

267-385-3800

Disclaimer

Purpose of Volunteer Policies

Animal Care and Control Team (ACCT Philly) volunteer policies are provided to offer guidance and direction to volunteers and staff engaged in ACCT Philly's Volunteer Program. These policies are intended to clarify the roles and responsibilities of volunteers and do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. **Volunteers are not employees of ACCT Philly.** ACCT Philly reserves the right to change any volunteer programs or policies at any time.

Scope of Policies and Procedures

Unless specifically stated, the volunteer program policies and procedures apply to all ACCT Philly volunteers, at all sites of operation.

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Thank you!

Volunteers are essential to providing transport for Animal Care and Control Team (ACCT Philly) animals to rescue partners, off-site adoption locations, and special events. Transport volunteers are not only needed for driving dogs and cats, but also reptiles, birds, small animals and farm animals. Because of the high volume of intakes at our shelter, many urgent animals would be at risk of euthanasia without volunteers providing transport. On behalf of the many animals you will help save as a transport volunteer, THANK YOU!

Who can volunteer

Volunteers transporting for ACCT Philly must possess a valid, current, state issued driver's license and present that license upon request to ACCT Philly management. A copy of that license will be kept on file by ACCT Philly. Transport volunteers using their own vehicle must be 18 years old or older. Transport volunteers using the ACCT Philly Vehicles must be 25 years old or older and have a valid driver's license that has been in effect for at least two years.

In order to be an ACCT Philly transport volunteer, volunteers must sign and submit the **ACCT Philly Volunteer Waiver and Release, Transport Driver Manual acknowledgment form** and a **Volunteer Vehicle Use Agreement** (when driving an ACCT Philly vehicle).

When

The ACCT Philly Lifesaving Department sends out requests for transport assistance to an email list of transport volunteers on an as-needed basis. To be added to or removed from the email list, please contact lifesaving@acctphilly.org. Some transport requests are also posted the Official ACCT of Philadelphia Volunteer Facebook Group.

Where

Most ACCT Philly transport volunteers are needed to drive animals from ACCT Philly's main location in North Philadelphia to locations in the surrounding areas in Pennsylvania and New Jersey. Occasionally transport volunteers are needed to pick up animals or supply donations from nearby locations and bring them back to ACCT Philly. In general, trip distances vary, and transports can be as short a few blocks, or as far as a few states away.

How

Volunteers use their own personal vehicle or when available, the ACCT Philly Rescue Transport Vehicle or another ACCT Philly vehicle to transport animals or supplies.

Personal Vehicles

Volunteers are permitted to use their own personal vehicles to transport ACCT Philly animals, as long as the vehicle is in safe working order, and is covered by a valid auto insurance policy. When using your personal vehicle to transport animals, it is required that animals be crated or secured so that they do

not have free access to the vehicle. ACCT Philly's Life Saving department can often provide carriers and crates for the animals if needed.

ACCT Philly Vehicles

Approved volunteers are permitted to use the ACCT Philly Rescue Transport Vehicle or other ACCT Philly vehicles as assigned to transport animals or items for business purposes. Volunteers must sign the **Volunteer Vehicle Use Agreement** in order to be approved to operate the ACCT Philly Vehicles.

When using the ACCT Philly vehicles, all animals must be crated during transport. Crates and carriers are provided by ACCT Philly's Life Saving department.

ACCT Philly Rescue vehicles must be kept clean and debris free. Please remove any personal items or trash from the vehicle upon returning it to the shelter. ACCT Philly staff will take care of any soiled or damaged transport carriers or crates.

Upon completing a transport using an ACCT Philly vehicle, the keys must be returned to Lifesaving management.

Volunteers using any ACCT Philly Rescue vehicle must complete a transport log before and after the drive so that the Lifesaving department can track vehicle mileage and the number of animals saved.

See the Volunteer Vehicle Use Policy (page 5) for a full list of requirements and responsibilities associated with using ACCT Philly vehicles.

Emergencies & Accidents

Whether transporting with your own personal vehicle, the ACCT Philly Rescue Transport Vehicle or any other vehicle, it is important that you contact Lifesaving Manager immediately if the vehicle becomes disabled or damaged while transporting ACCT Philly animals or property. Similarly, any auto accidents that occur while conducting ACCT Philly transport business must be reported to ACCT Philly Lifesaving management immediately so that alternate plans or animal recovery plans can be made, and accident reports and/or insurance claims can be filed promptly when necessary. Volunteers who need immediate assistance can always call the ACCT Philly's main number (267-385-3800) and ask to speak with a manager.

ACCT Philly Vehicle Use Policy

Vehicle Safety & Use Policy

This policy is intended to promote safe and responsible driving practices and to help prevent accidents, injuries and property damage while using ACCT Philly Rescue Transport Vehicles for official ACCT Philly business. It is also intended to outline Vehicle maintenance responsibilities.

Definitions:

- An ACCT Philly Vehicle is any titled or licensed Vehicle owned by ACCT Philly and used for official company business.
- An ACCT Philly Authorized Driver is any person working for ACCT Philly, or a volunteer who is authorized to drive an ACCT Philly Vehicle on official business.
- ACCT Philly Official Business is any task or activity aimed at accomplishing the goals outlined by ACCT Philly for a specific project or program and any of its subsequent modifications.

Becoming an Authorized Driver:

- ACCT Philly will verify that all Authorized Driver candidates possess a valid United States driver's license issued by the Government Authority of the State of residence of the driver.
- ACCT Philly may review the driver license of all Authorized Drivers annually and request visual confirmation of a driver's license at any time.
- All ACCT Philly Authorized Drivers are responsible for complying with this policy. Violation of this policy may be grounds for loss of Authorized Driver status.

Driving Requirements & Obligations:

All **Authorized Drivers** driving an **ACCT Philly Vehicle** agree to:

- Have a valid driver's license in effect for at least two years and be 25 years of age.
- Have a clean driving record (e.g. no "at-fault" accidents in the last 18 months, no history of drunk driving, driving under the influence of drugs, reckless driving).
- Use ACCT Philly Vehicles for authorized ACCT Philly business only and never for personal use.
- Never drive under the influence of drugs or alcohol.
- Not possess open or closed containers of alcohol while operating any ACCT Philly Vehicle.
- Notify a Lifesaving & Prevention Department supervisor within 48 hours if their driver's license has been suspended or revoked.
- Not permit any unauthorized persons to drive an ACCT Philly Vehicle.
- Use seat belts and require all other authorized occupants to do likewise; the number of passengers should not exceed the number of seat belts.
- Operate the ACCT Philly Vehicle in accordance with all applicable rules, regulations, laws and ordinances of the road.
- Drive at legal speeds appropriate for road conditions.
- Report accidents, theft, damage, vandalism or other acts of criminal mischief to the Director of Lifesaving & Prevention or nearest accessible ACCT Philly Director or manager as well as to the

appropriate local law enforcement agency immediately or as soon as feasibly possible (not taking longer than 2 hours).

- Assume responsibility for fines or traffic violations (including parking violations) associated with his/her use of the ACCT Philly Vehicle.
- Not transport unauthorized passengers such as hitchhikers, family members or friends.
- Keep detailed records of the number of miles traveled during each trip and of the fuel consumption of the ACCT Philly Vehicle
- Turn off Vehicle, remove the keys and lock the Vehicle when left unattended.
- Inspect the ACCT Philly Vehicle for safety concerns before leaving the parking area or garage, checking tires, wipers, lights and other safety equipment for observable defects. The driver is responsible for the condition of the Vehicle while it is in use and must report any defects within 24 hours to the Department of Life Saving & Prevention.
- All ACCT Philly Vehicle keys are kept with the Director of Life Saving & Prevention and each Vehicle will have two copies of the key. Lost or stolen keys are to be reported to the Director of Life Saving & Prevention within 24 hours of the incident.

Vehicle Use Responsibilities:

ACCT Philly is responsible for obtaining comprehensive coverage insurance and for payment of this insurance.

Inspections of fluids, tires, belts and safety features on the ACCT Philly Vehicle shall be conducted as recommended by the City of Philadelphia Fleet Management Department. Vehicle parts should be checked, as recommended by the dealer, and replaced as necessary. ACCT Philly is responsible for Vehicle repairs and associated costs, unless the Authorized Driver was in violation of the driving requirements and obligations listed above at the time of the accident.

Vehicle inspections and repairs shall take place at a location determined by the City of Philadelphia Fleet Management Department; any alternative arrangements must receive prior approval. All repairs and maintenance records should be retained in ACCT Philly Vehicle files; all required procurement and payment procedures should be followed, and documentation retained, in accordance with ACCT Philly's Financial and Accounting procedures.