

## APPLICATION CHECKLIST

Please attach the following along with your completed application:

- ☐ Driver's valid class 4 driver's licence
- ☐ Driver's abstract issued within 1 week of bus application date
- ☐ Driver's clear criminal / vulnerable sector check
- ☐ Proof of non-profit status, if applicable
- ☐ Completed Volunteer Centre registration. To register, contact:  
Amy Boutin, Volunteer Centre Coordinator  
403-887-1137 Ext 433 | volunteer@sylvanlake.ca
- ☐ Drop off bus application to Karen Miller, 4725 43 St, Sylvan Lake

## BOOKING DETAILS

Requested Date (MMM-DD-YYYY): \_\_\_\_\_ Pickup Time: \_\_\_\_\_ : \_\_\_\_\_ ☐AM ☐PM

Return Date (MMM-DD-YYYY): \_\_\_\_\_ Return Time: \_\_\_\_\_ : \_\_\_\_\_ ☐AM ☐PM

Destination: \_\_\_\_\_ Estimated Total Kilometers: \_\_\_\_\_

Reason for booking: \_\_\_\_\_

Total Number of Passengers (including driver): \_\_\_\_\_ Number of passengers under 18 years old: \_\_\_\_\_

Number of Wheelchairs? \_\_\_\_\_ (Maximum 4 wheelchairs)

Service animal accompanying passenger? ☐Yes ☐No

Invoicing will take place after the Pre-Mid-Post Trip Inspection form is completed.

## AGENCY / BUSINESS

Name: \_\_\_\_\_

Non-Profit? ☐Yes ☐No If yes, please attach proof of non-profit status.

## CONTACT INFORMATION

Agency / Business Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cellphone: \_\_\_\_\_

Email Address: \_\_\_\_\_ I agree to receive electronic notification: ☐Yes ☐No

Driver Name: \_\_\_\_\_ Driver Cellphone: \_\_\_\_\_

## INVOICING INFORMATION ☐Same as Contact Information

\*Invoice is sent after the Pre-Mid-Post Trip Inspection form is completed.

Agency / Business Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cellphone: \_\_\_\_\_

Email Address: \_\_\_\_\_ I agree to receive electronic notification: ☐Yes ☐No

## ADDITIONAL COMMENTS/INFORMATION

## TERMS FOR COMMUNITY BUS BOOKINGS AND USAGE (Check to indicate agreement)

### Booking & Cancellation

- ☐ The Community bus is available for transportation to cultural, arts, recreational, and social programming events
- ☐ Sylvan Lake organizations that are eligible to rent the community bus include for-profit/non-profit, businesses, and Town of Sylvan Lake program staff
- ☐ Community Bus bookings are first come, first served
- ☐ User Fees apply to bookings and assist with Community Bus operations (see Town of Sylvan Lake Community Bus Policy Section H).
- ☐ Drivers of the Community Bus must meet **volunteer vehicle operator (VVO)** requirements, and be approved by the Town of Sylvan Lake
- ☐ Bookings and cancellations require forty-eight (48) hours advance notice, made through the Town of Sylvan Lake Client Transportation Administrator, 403-887-1137 ext. 400
- ☐ The Town of Sylvan Lake may cancel bus bookings due to inclement weather, mechanical breakdown, or any issue that would warrant the bus to be unsafe

### Pickup

- ☐ Community Bus pick up is at the **Municipal Operations Building (MOB)** during normal business hours, Monday to Friday, 7:30 AM to 4:30 PM (excluding statutory holidays)
- ☐ In cold weather (for bus warm-up), or to receive help completing the pre-trip section of the Pre-Mid-Post Inspection Report, arrive at the MOB 30 minutes prior to pick-up time
- ☐ To ensure prior damage is not attributed to the current trip, the pre-trip inspection is completed prior to starting the Community Bus (pre section of the Pre-Mid-Post Inspection Report)
- ☐ Weekday trips: pick up the key to the Community Bus must be at the MOB during normal business hours, Monday to Friday 7:30 AM to 4:30 PM (excluding statutory holidays)
- ☐ After hours pick up requires advance notice of 2 business days, arranged with Public Works (403-887-2800)

### Drop Off

- ☐ Weekdays: park the bus, and return the key to reception at the MOB
- ☐ Weekends or after hours: park the bus, and use the key return slot located at the front door of the MOB

- ☐ The VVO closes all windows and locks the door before returning the key
- ☐ VVO parks the bus in a parking stall at the front of the MOB

### Right of Refusal

- ☐ The Town of Sylvan Lake reserves the right to refuse, at their discretion, a VVO applicant or operator, if the VVO is found at any time to be unacceptable or unsuitable by reason of a Community Bus Policy review, Driving Record findings, Police Record findings, Provincial Statute findings, Criminal Record findings, Vulnerable Sector Record findings, or for outstanding violation(s) of the Traffic Safety Act or the Use of Highway and Rules of the Road Regulations; or if the Town of Sylvan Lake forms the opinion and determines that it would not be in the best interest of the public to authorize the VVO applicant or operator as a Community Bus Driver for the Town.
- ☐ The Town of Sylvan Lake reserves the right to refuse a request for booking if the organization/group/business proposed usage does not fall under the Community Bus Policy, Statement Purpose and Priority sections.

## SIGNATURE

By submitting an application, I agree to the terms, and certify that the application information is complete and accurate.

Driver: \_\_\_\_\_

Date (MMM-DD-YYYY): \_\_\_\_\_

Town of Sylvan Lake Administrator: \_\_\_\_\_

Date (MMM-DD-YYYY): \_\_\_\_\_

## OFFICE USE ONLY

Date request received (MMM-DD-YYYY): \_\_\_\_\_

Client Transportation Administrator or Designate: \_\_\_\_\_

Community Bus Available: ☐ Yes ☐ No

### CONTACT INFORMATION

Agency / Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Volunteer Vehicle Operator (VVO/Driver) Name: \_\_\_\_\_

### AGREEMENT

I, \_\_\_\_\_, volunteer vehicle operator (VVO/driver) and representative  
for \_\_\_\_\_, business/organization  
have read, understood, and agree to, the terms and conditions prior to driving the community bus.

#### Please initial each to indicate your agreement and understanding:

- \_\_\_\_\_ 1. Town of Sylvan Lake Community Bus Policy
- \_\_\_\_\_ 2. Terms for Community Bus Bookings & Usage
- \_\_\_\_\_ 3. Collision Procedures
- \_\_\_\_\_ 4. Town of Sylvan Lake Community Bus Pre-Mid-Post Trip Inspection Report
- \_\_\_\_\_ 5. Contents of the Emergency Response Information Kit (E.R.I.K.)
- \_\_\_\_\_ 6. Wheelchair lift and lock-in instructions (if transporting wheelchair passengers)
- \_\_\_\_\_ 7. Post-trip cleaning checklist

### SIGNATURE

By submitting an application, I agree to the terms, and certify that the application information is complete and accurate.

Driver Signature: \_\_\_\_\_ Date (MMM-DD-YYYY): \_\_\_\_\_

Town of Sylvan Lake Staff Witness Signature: \_\_\_\_\_ Date (MMM-DD-YYYY): \_\_\_\_\_

### INSPECTION DETAILS

Requested Date (MMM-DD-YYYY): .....

Staff Assistance Required for Pre-Trip? ☐ Yes ☐ No

If Yes, Name Of Staff Assisting: .....

### AGENCY / BUSINESS

Name: .....

Organization/Business using the Bus: .....

Contact Name: .....

Contact Phone: .....

Contact Cellphone: .....

Number of riders for this booking: .....

Total Number of Passengers (including driver): .....

Number of Wheelchairs? (Maximum 4 Wheelchairs) .....

Driver Name: .....

Driver Signature: .....

#### Pre-Trip

Completed by driver, and if required accompanied by Public Works staff

- ☐ Pre-trip kms .....
- ☐ Check fuel
- ☐ Check oil
- ☐ Check windshield fluid
- ☐ Check for fluid leaks
- ☐ Check tires
- ☐ Fire Extinguisher
- ☐ First Aid Kit
- ☐ Candles, flares, etc.
- ☐ Signal lights
- ☐ Brake lights
- ☐ Low/High beams
- ☐ Emergency flasher
- ☐ Park lights
- ☐ Windshield Wipers
- ☐ Reviewed Wheelchair Lift/locking instructions (if transporting wheelchair passengers)

#### Mid-Trip

Completed by driver

- ☐ Windshield wipers
- ☐ Fire extinguisher
- ☐ First Aid Kit
- ☐ Candles, Flares, etc.
- ☐ Signal lights
- ☐ Brake lights
- ☐ Low/High beams
- ☐ Emergency flasher
- ☐ Park lights
- ☐ E.R.I.K. Kit

#### Post-Trip

Completed by driver

- ☐ Post-trip kms .....
- ☐ Fill gas tank
- ☐ Items left
- ☐ Keys in depository
- ☐ Inspect for damage
- Cleaning:
  - ☐ Door Handles
  - ☐ Window Areas
  - ☐ Rails
  - ☐ Steering Wheel
  - ☐ Seats
  - ☐ Sweeping the interior

### 1. STOP. REMAIN AT THE SCENE

- If the Community Bus is involved in a collision and the VVO fails to remain at the scene of the accident, the VVO may be subject to prosecution
- Render all reasonable assistance
- Produce in writing to anyone sustaining loss or injury, and/or to any peace officer, all of the following information:
  - that person's name and address;
  - the number of that person's operator's licence;
  - the name and address of the registered owner of the vehicle;
  - the licence plate number of the vehicle;
  - the financial responsibility card issued in respect of that vehicle.

### 2. CALL 9-1-1

- If anyone is injured, or
- If the VVO suspects any other driver may be guilty of a Criminal Code offence, such as impaired driving

### 3. REQUEST COLLISION REPORT FORM

- If the police attend the scene, the VVO will request a copy of the Collision Report Form and/or the file number the Police have assigned to it

### 4. ENSURE SAFETY:

- The VVO will not move anyone injured in the collision as this may aggravate their injuries
- The VVO will not stand in between two vehicles or behind the vehicle to inspect damage as the VVO safety could be jeopardized
- If the Community Bus is drivable, there are no serious injuries and the area is safe, the VVO will move the Community Bus to the side of the road, out of traffic
- In cases where there is a serious injury or a suspected impaired driver, the Community Bus shall remain where it is so the collision scene can be investigated
- If the Community Bus is not drivable, the VVO will turn on

the hazard lights, or use cones, warning triangles or flares. All passengers will get out of the vehicle and walk to a safe place if they are not seriously injured

### 5. REPORT TO THE POLICE

- If anyone is injured
- If any driver does not have documentation such as a driver's licence, registration or insurance
- If one or more of the vehicles is not operable or movable – or if vehicle debris presents a hazard to public safety
- If the total (combined) damage to all vehicles and property appears to be more than \$2,000.00, the VVO must immediately report the collision to the Police. The VVO must carefully follow all instruction given by the Police Department having jurisdiction. A Traffic Collision Report must be completed, either at the scene or as directed by the Police. Failure to do so may result in charges, fines, suspensions, and/or demerit points. The VVO will also ensure he/she receives a copy of the Collision Report form, along with the Police File Number. Although police may forward a copy of the Collision Report Form to the Town of Sylvan Lake, the VVO, if given a copy of the Report, must also deliver a copy of the Report to the Town of Sylvan Lake
- If the VVO is incapable of providing a Collision Report or necessary information to Police, the VVO shall provide the information forthwith after becoming capable of doing so
- If a collision involving the Community Bus has not been reported to the Police, and/or a Collision Report has not been completed, for any reason, the Town of Sylvan Lake shall forthwith, on determining that the Community Bus has been involved in an accident, report and provide Police with the necessary and required information
- REMAIN AT THE SCENE, unless and/or until directed otherwise by Police
- NOTIFY THE TOWN, The VVO shall follow all instructions, guidance and directions provided by the Town, unless they conflict, in whole or in part, with any or all the instructions, guidance and directions of the Police.
- A full, written and signed Incident Report must be submitted to the Town as soon as possible, but no later than twenty-four (24) hours after the collision. This Report is not to be confused with the Provincial Traffic Collision Report.

- j) A VVO shall supply only the following pertinent information to other vehicle operators involved in the collision:
  - Name and address;
  - Operator's licence number;
  - Name and address of the registered owner of the vehicle (the Town);
  - Licence plate number of the Community Bus;
  - Copy of Insurance (Pink Card)
  - Alberta Motor Vehicle Registration Card
- k) The VVO will also provide the Town, upon request, with any and all statements, documents, information, and/or reports required as a result of the police investigation and/or personal acquirement or inquiry, relating to the Community Bus motor vehicle collision
- l) A VVO will not make incriminating statements, admissions of guilt, render opinion or speculation to any person, whether to a person in authority or to any other person. Furthermore, a VVO shall not make any statements to the media. These communications will be released to the media by qualified and professional Town of Sylvan Lake officials only
- m) IN the event of an accident, collision, and/or emergency situation, all relevant information, including Town contact numbers, Town forms, vehicle insurance, vehicle registration and, when applicable, passenger information (i.e. such as allergies, etc.), will be found in the Emergency Response Information Kit (E.R.I.K.), located behind the driver's seat in the tote container

- If the Community Bus is drivable, the VVO and passengers can leave the collision scene (when released by an officer if present); Public Works are to be contacted immediately at 403-887-2800 indicating that the Community Bus has been in an accident
- e) If the collision involves an unattended vehicle or other property, the VVO will notify the owner of any damage he/she caused. If the VVO is unable to locate the owner, the VVO will securely attach his/her name, address, phone number of the Town of Sylvan Lake, driver's licence number and licence plate number to the damaged vehicle or other property
- f) If the VVO damages or knocks down any traffic safety device, railroad sign or signal, a traffic signal of any kind, a parking meter or any public property, the VVO must report the damage to the police immediately, even if the damages are less than \$2,000

### **COLLISION SCENE DO'S AND DON'TS**

#### **DO:**

- a) Stay calm, keep yourself and others safe. If you can't get out of the Community Bus, turn on the hazard lights
- b) If anyone is injured, call 911
- c) Look at the accident scene and make sure you are not in danger of being hit by another vehicle. ONLY if any danger is suspected, immediately remove all able passengers to a safe and distanced location from the scene.
- d) Exchange information with the other driver(s) involved – get their names, addresses, phone numbers, licence information, insurance company name and policy number – if the VVO is injured and unable to obtain this information, a passenger on the bus will do so
- e) Obtain the contact information of any witnesses who are at the scene
- f) If possible, and without putting yourself or anyone else in danger, take photographs of the accident, including the damage to the Community Bus and road conditions
- g) Call Public Works immediately at 403-887-2800

#### **DON'T:**

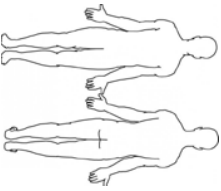
- a) Move anyone who is injured – wait for medical help to arrive
- b) Leave the scene of the accident
- c) Accept a direct offer of payment of damage from the other driver
- d) Sign any documents other than the police report
- e) Get the vehicle repaired, as this is the responsibility of the Town of Sylvan Lake

## **6. EXCHANGE CONTACT AND INSURANCE INFORMATION:**

- a) Contact and insurance information should be exchanged with all other parties involved. The VVO or passenger designate, if the VVO is unable to do so, will collect information about the collision and fill out the Collision Collection form and if possible take pictures
- b) The VVO will use the Incident Report form to collect information to record at the scene. The Incident Report form will also be stored inside the Emergency Response Information Kit (E.R.I.K.) located behind the driver's seat in the tote container
- c) If someone refuses to provide their information, the VVO or designate will document the licence plate number, vehicle description and driver description before leaving the scene
- d) After the exchange of information with all parties involved:
  - If the Community Bus is not drivable, the VVO will inform Public Works by calling 403-887-2800



Incident Report

Community Bus Health & Safety Incident Reporting									
Driver / Passenger Section					Town of Sylvan Lake Section				
Name		Department		Name		Date Reported			
Occupation		Time/Date of Event		Is this a WCB incident?		<input type="checkbox"/> YES <input type="checkbox"/> NO			
Location of Event				Is this a lost time event?		<input type="checkbox"/> YES <input type="checkbox"/> NO			
Type of Incident				Applicable Causation (Direct & Underlying)					
<input type="checkbox"/> Injury/Illness	<input type="checkbox"/> Property Damage			<input type="checkbox"/> Experience/Training		<input type="checkbox"/> Defective Equipment			
<input type="checkbox"/> Vehicle Collision	<input type="checkbox"/> Spill			<input type="checkbox"/> Improper Speed		<input type="checkbox"/> Unsafe Operation			
<input type="checkbox"/> Fire/Explosion	<input type="checkbox"/> Slip/Trip/Fall			<input type="checkbox"/> Improper PPE Use		<input type="checkbox"/> Fatigue/Stress			
Other						Other			
Description of Incident				Corrective Action					
				<input type="checkbox"/> Review SWP		<input type="checkbox"/> Update SWP/Operation			
				<input type="checkbox"/> Additional Training		<input type="checkbox"/> Eliminate Hazard			
				Other					
				Comments					
Identify Injury				Sign Off					
				Target date for completion					
				Follow up date					
				Supervisor signature					
				Director signature					
FOIP									
The personal information on this form is collected under the authority of Section 33(c) of the Freedom of Information and Privacy (FOIP) Act and is protected by the FOIP Act. If you have any questions or concerns about the collection and use of this information, please contact the FOIP Coordinator of the Town of Sylvan Lake at (403) 887-2141.									