STANDARD OPERATING PROCEDURE (SOP)

DOCUMENT ID: **SOP-096 VERSION #3**	TITLE: **VOLUNTEER DRIVERS**	*SEARCH KEY:*
PURPOSE:	• **To outline driver screening protocol when authorized College employees coordinate transportation for off-campus activities through student and/or employee *volunteer drivers*, when the use of public transportation is not considered practical.**	POST TO: Public Website ☒ DC Connect ☒
SCOPE (Applies To):	• **ALL COLLEGE EMPLOYEES** • **DOUGLAS COLLEGE STUDENTS** • **SAFETY, SECURITY & RISK MANAGEMENT**	
STATUS: **FINAL**	AUTHOR: **N. CONSTABLE, DIRECTOR, SAFETY, SECURITY & RISK MANAGEMENT** CONTACT INFORMATION: **604-527-5828** or constablen@douglascollege.ca	CREATED: **2015/ 09/04** (yyyy/mm/dd)
	RESPONSIBLE OWNER: **VICE-PRESIDENT, FINANCE & ADMINISTRATION**	
PROCESS REVISIONS:	REVISION AUTHOR: **K. JANG, MANAGER, CONTRACT ADMINISTRATION AND INSURANCE**	REVISED: **2020/06/17** (yyyy/mm/dd)
RELEVANT FORMS:	See DC Connect Forms • Volunteer Driver Form • Volunteer Driver Screening Letter	REVISED: (yyyy/mm/dd)
ACCORD/POLICY APPROVAL BODY:	1. K. JANG, MANAGER, CONTRACT ADMINISTRATION & INSURANCE 2. D. SEIBEL, DIRECTOR, STUDENT AFFAIRS & SERVICES 3. B. CHAPELL, DEAN, SCIENCE & TECHNOLOGY 4. P. CAWLEY, DEAN, HEALTH SCIENCES 5. M. STAINSBY, DEAN, LLPA 6. J. FLEMING, DEAN, HUMANITIES & SOCIAL SCIENCES 7. K. GRONSDAHL, DEAN, CHILD, FAMILY & COMMUITY STUDIES 8. M. YIP, MANAGER, DOUGLAS INTERNATIONAL	DATE APPROVED: **2016/02/17** (yyyy/mm/dd)
QUALITY ASSURANCE FORMAT APPROVAL: ☒ **ADMINISTRATORS' COMMUNITY OF PRACTICE (ACP) SOP SUBCOMMITTEE** ☒ **THOR BORGFORD, VICE-PRESIDENT, ACADEMIC & PROVOST**		DATE APPROVED: **2016/06/13** (yyyy/mm/dd)
RELEVANT POLICY:	Douglas College Policies: • Off-Campus Activity Involving Students	
RELEVANT ACRONYMS & DEFINITIONS:	**Drivers Abstract:** Record of driving history. **Volunteer Driver:** Is a **Douglas College (DC) student**, **student's parent/guardian**, **coach**, and/or **DC employee** who volunteers to provide transportation to students and/or employees participating in an Off-campus Activity involving students.	

PREAMBLE:

Wherever **Douglas College students** have not been advised that they are responsible for their own transportation arrangements, and the **College** is coordinating transportation for an **Off-campus Activity**, it is expected that transportation will be provided by the following services:

- Public Transit
- Commercial Bus Line
- Commercial Ferry
- Commercial Passenger Rail
- Commercial Airline

Where the use of professional transportation services is not considered practical, the **College** may coordinate transportation through **Volunteer Drivers**.

Before a **Volunteer Driver** can be utilized, they must complete and pass appropriate screening protocols as noted in Steps 4 and 5. *(Note: Please allow adequate lead time before the off-campus activity to process the required documentation e.g. 3 - 5 business days.)*

The following procedures shall apply for **Volunteer Drivers**:

STEPS:

1. **Volunteer Drivers** may <u>not</u> be utilized under the following circumstances:
   - where extreme weather driving conditions are present and/or anticipated (e.g., heavy snowfall),
   - when a travel route entails a higher degree of skill level than a **volunteer driver** would typically have (e.g., active logging roads),
   - if a driver possesses a *Learner (L)* or *Novice (N)* driver's license designation.

2. If a transportation plan includes the use of rental vehicle(s), the **Volunteer Driver(s)** must have appropriate licensing (e.g. Class 4 Restricted) **AND** previous experience driving the model of vehicle under similar conditions (i.e., passenger and equipment loads and road conditions.)

3. Prior to the off-campus activity date, the **Responsible Administrator** (or designate) of the **department/area** responsible for coordinating the activity, will provide all **volunteer applicants** with the *Volunteer Driver Standard Operating Procedure* and the <u>Volunteer Driver Form</u> to complete.

4. Prior to transporting any **students**, **volunteer applicants** will review the *Volunteer Driver Standard Operating Procedure* and must:
   - Contact **ICBC Customer Service** to request a *Driver's Abstract*
   - Complete a *Volunteer Driver Form*, and once completed*,* will;
   - Submit their *Driver's Abstract* and *Volunteer Driver Form* to the **Responsible Administrator** (or designate) who requested the information.

5. The **Responsible Administrator** (or designate) will review the completed *Volunteer Driver Form* and *Driver's Abstract* and will consult with the **Director, Safety, Security and Risk Management** with any questions or concerns.

6. At the conclusion of the event, the **Responsible Administrator** (or designate), will retain all completed *Volunteer Driver Forms & Abstract* documentation for secure records retention and destruction.