



5.0 Human Resources

5.11 Volunteer Resources

5.11.15 Volunteer Drivers

1.0 Purpose

To ensure that the involvement of volunteers providing vehicle transportation for clients does not cause a risk to clients, volunteers or the organization.

To ensure that all staff and volunteers are aware of the boundaries of the role of volunteers providing vehicle transportation for clients.

2.0 Policy

- 2.1 Volunteers transporting clients in either a VIHA or personal vehicle will hold the appropriate level of license and insurance needed to operate the vehicle being used for transportation.
- 2.2 The insurance held by the driver for their personal vehicle will comply with VIHA's standard for insurance carried by its employees using their vehicles for VIHA business. "For volunteers using their own vehicle while conducting VIHA operations, additional coverage through the Health Care Protection Program increases the Automobile Third Party Liability Insurance to a higher limit (currently \$5,000,000.) than volunteers may be carrying. This additional coverage is only in effect when volunteers are using their vehicle at the request of VIHA and in their VIHA volunteer role. It is prudent to inform your insurance agent that you are doing volunteer work."¹
- 2.3 Vehicle transportation of clients by volunteers is only to take place as directed by a specific Volunteer Assignment Description.

3.0 Application

Applies to all volunteers providing service to VIHA clients or within VIHA programs.

¹ *Health Care Protection Program, the insurer through the Ministry of Health for VIHA staff and volunteers*

4.0 Additional References

VIHA Policy 5.11.2 – Initial Screening and Registration of Volunteers
VIHA Policy 5.11.4 – Orientation of Volunteers
VIHA Policy 5.11.5 – Volunteer Training – Assignment Specific