

RYSE Operational Mandate: Essential Youth Transport by Staff Policy

Effective Date: October 13, 2023

Purpose:

To underscore the pivotal role transportation plays in our operation, especially in ensuring the safety and welfare of the youth under RYSE Supportive Services Inc. care, and to establish clear guidelines for all staff regarding their transportation responsibilities.

1. Policy Foundation: Every RYSE staff member is entrusted with the responsibility to transport youth securely and promptly, ensuring their safety and comfort. This extends not only to direct transportation tasks but also to being operationally ready at all times to meet this demand.

2. Universal Transportation Requirements:

- a) All RYSE employees must possess a Class 5 driver's license and a working vehicle as part of their employment prerequisites.
- b) Employees are responsible for ensuring their vehicle meets legal safety standards and has valid insurance coverage for transporting youth.
- c) In all situations requiring youth transport, it remains the staff's duty to provide safe and legal transportation.

3. Provisions for Special Cases:

- a) Staff who were previously grandfathered into RYSE without the above transport prerequisites or those who lose their driving privileges due to reasons including but not limited to medical conditions, legal constraints, or personal circumstances, fall under this category.
- b) Such staff are mandated to use approved rideshare services (e.g., Uber) or licensed taxi services for transporting both themselves and the youth in their care.
- c) RYSE will offer reimbursement for these rides based on exact mileage, aligning with the current policy for personal vehicle use.
- d) The responsibility to ensure the chosen transport method's safety and appropriateness for youth remains with the employee.
- e) Expenses exceeding the mileage-based reimbursement won't be covered by RYSE.

4. Trip Pre-Approval:

- All transportation activities involving youth require prior managerial consent from the Services Manager. This is reiterated here to emphasize its criticality, especially in the context of rideshare or taxi usage. All staff are duty-bound to obtain this approval ahead of any journey.

5. Reimbursement Mechanics:

- a) Submit a detailed breakdown of the trip including date, time, start and end locations, and total mileage.
- b) Attach the rideshare or taxi receipt to the reimbursement form.
- c) Claims are to be submitted within 30 days from the date of expense.
- d) RYSE retains the discretion to reject reimbursements for inadequate or non-compliant submissions.

6. Feedback Loop:

Encourage open communication. Share feedback with upper management either directly via email or through the anonymous channel on the RYSE website under "Caregiver Resources".

7. Adherence & Accountability:

Every member of the RYSE team is expected to understand, accept, and operate within the confines of this mandate. Non-compliance will be met with appropriate disciplinary actions.

8. Policy Support:

For clarifications or further information, the Human Resources department remains accessible and eager to assist.

In Conclusion:

At RYSE Supportive Services Inc., the safety and well-being of our youth are paramount. This policy accentuates our dedication to maintaining an unyielding standard of care, and we deeply appreciate the commitment and cooperation of all staff in upholding this standard.