



## **Transportation and Compensation Policy**

### **I. Purpose**

To establish clear guidelines for compensating Youth Support Workers (YSWs) for driving during their shift and to ensure the safety and accountability of the youth under their care.

### **II. Policy Statement**

RYSE Supportive Services Inc. is committed to providing fair compensation to YSWs while maintaining the utmost safety standards for the youth. The following policy and procedures aim to align with this commitment.

### **III. Compensation for Driving**

1. **Rate:** YSWs will be compensated at a rate of \$0.61 per kilometer for approved driving duties carried out during their shift.
2. **Logging:** All trips must be accurately logged on the designated SharePoint site, with details such as date, distance covered, start and end location, and purpose of the trip. Entries should be made within 24 hours of trip completion.
3. **Payment:** Compensations will be processed monthly, concurrently with standard wage payout, following the final review of submitted logs at the end of the month.

### **IV. Driving Protocol**

1. **Pre-Approval:** All trips must be pre-approved by a Services Manager. Requests for approval should be made at least 2 hours in advance, except in cases of emergencies.
2. **Emergency Trips:** In emergencies, YSWs should notify a Services Manager immediately before embarking on the trip. A post-trip explanation and justification will be required.
3. **Safety Protocols:** YSWs must follow all traffic rules and organizational safety guidelines during the trip. Any breach of safety protocols can lead to non-compensation for that specific trip and further disciplinary actions.

### **V. Non-Compliance and Disciplinary Measures**

#### **Non-Approved and Expanded Trips:**

**a. Explicit Non-Approval:** If a trip is undertaken without explicit prior approval from a Services Manager, the YSW will not receive compensation for that trip. Furthermore, a formal written warning will be issued. Repeat offenses will result in escalated disciplinary actions, which could include suspension or termination.



**b. Trip Expansion Without Authorization:** If a YSW deviates from an approved route or extends a trip to include additional destinations not previously approved, the following consequences apply:

**i. \*\*Compensation\*\*:** The expanded parts of the trip will be deemed non-compliant. As such, the YSW will not receive any compensation for the additional, unapproved destinations of the trip.

**ii. \*\*Safety Concerns\*\*:** Such unauthorized deviations or expansions compromise the safety protocols of RYSE Supportive Services Inc. and place the youth at potential risk. YSWs are reminded that ensuring the safety and wellbeing of the youth is of utmost priority.

**iii. \*\*Disciplinary Actions\*\*:** Expanding a trip without prior approval will result in a formal written warning. Continuous breaches of this nature may lead to escalated disciplinary measures.

All YSWs are reminded of the importance of strict adherence to trip approvals. These procedures are in place not only for logistical and compensatory reasons but, more importantly, to ensure the safety of the youth under our care. Any deviations from approved routes or added destinations can lead to uncertainties and potential risks.

## **VI. Training and Communication**

1. **Induction Training:** All new YSWs will undergo an induction training session highlighting this policy and its procedures.