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| **Section: Cedar Place** | **Policy # 006.002** |
| **Policy: Intake** | **Transportation** |

POLICY STATEMENT

Transportation services will be provided for Clients of Cedar Place within the guidelines of this Policy. Transportation requests for valid medical related situations and Ontario Works will be considered on an individual basis. Methadone is not considered medical, and person needs to look after themselves to manage this transportation

PROCEDURE

Requests for transportation for Medical and other appropriate appointments should be made through the shelter manager.

Bus ticket requests for any purpose other than OW appointment and medical reasons must have the approval of the shelter manager.

An inventory of bus tickets used is kept on file in the intake office – if low on tickets staff is to requisition more tickets from manager.

Transportation services should be limited to the Sudbury area only. Transportation out of the Sudbury area will be considered only in exceptional emergency circumstances. This type of transportation may be approved only by the Director.

Taxi will be used only in extreme circumstances. I.e. van unavailable for transportation, weather unsafe to drive, client unable to gain access to van.

Use of Taxi for these purposes must have prior approval of the Cedar Place manager.

Use of taxis for reasons such as transportation during intake (from Cedar Place to Motel) may be used if

1. Staff unable to drop off client in van (F License)

2. Weather is below -15 degrees (Extreme Cold Weather)

3. Client unable to gain access to the van

4. Buses are not running due to the late hour (after midnight)

Use of bus tickets or taxis will be recorded in the client file in Hifis under ‘goods and services’.