

Fremont Transportation Guidelines And Supplemental Information

General

1. Reasons for providing rides:

- a. Rides to church services and church activities
- b. Medical appointments
- c. Other (lower priority)—rides for homebound individuals who are unable to drive or take public transportation without assistance. This may include shopping, non-medical appointments, visiting a friend, etc. Rides in this category will be provided at the discretion of the Deacon Transportation Committee and depending on the availability of drivers and/or ride services.

2. Wheelchairs walkers and other assistance:

- a. When requestors need some form of assistance—
 - i. Unable to walk to the car from home and unable to walk to appointment from car.
 - ii. Use a wheelchair and need to transfer.

There may be those in the church with the ability and willingness to take a wheelchair and help transfer the patient. If we have those on our driver list, a Fremont parishioner may provide the ride.

- iii. Use a walker and are unable to walk to/from car and to/from the appointment when dropped off.
- b. In these instances, the church nurse will evaluate the condition of the requestor to determine whether a ride service is needed to transport the requestor, or if a Fremont driver can take them. The Deacon Transportation Committee may pay for this service through the Deacon Fund.

3. Ride Request Form:

All requestors will complete the Ride Request Form either through SHELBY or hard copy. Requestor may be assisted in filling out the form by a deacon, parish nurse or church staff member. This form contains basic information that will be kept on file by the church. Once the form is complete, requestors will only need to update current ride request information when requesting new rides.

4. Driver List

The Deacon Transportation Committee will keep a list of current drivers and will make every effort to use drivers that live in or near the same geographic area as the ride requestor.

5. Fremont Contact for Drivers and Requestors

The Fremont Office Coordinator is the contact that will likely take the first call from requestors. The Office Coordinator will direct the requestor to the *Ride Request Form and Waiver* and ask them to complete the form. He may also gather ride-specific information from the requestor (*Ride Request Form*) and may engage the duty deacon or the Deacon Transportation Committee Chair or delegate to complete this initial information and form. If passenger assistance is needed, the information will be passed on to the church nurse. The church nurse will evaluate requestors with walkers or wheelchairs, or that need other assistance in getting to and from vehicles.

The Deacon Transportation Committee Chair will contact drivers from the approved list to fill the request or delegate the duties to a volunteer. Upon ride completion, the driver will notify the Deacon Transportation Committee Chair or delegate that the ride was completed and will also notify the Chair or delegate of any issues. The Chair or delegate will record the information in Shelby.

Driver Qualifications – consistent with Fremont Policy (attachment 1):

1. Must be at least 25 years of age and under 70 years of age.
2. Must have a valid California driver's license.
3. Have at least 5 years of licensed driving experience.
4. Must have current auto insurance.
5. Must have valid license plates and current vehicle registration.
6. Vehicle must be in good operating condition.
7. Must submit to a background/DMV check. Potential drivers may be declined at the discretion of the Deacon Transportation Committee.

Driver Requirements

1. Drivers need to complete video safety training before being placed on vetted driver list and providing rides to requestors.
2. Drivers will call their ride appointment the night before to verify addresses, dates, and times, and to let the person know they will be there to pick them up. This provides assurance that the driver and requestor agree on ride specifics. Driver will let deacon know that this has been completed so it is entered into Shelby.
3. Drivers must always ensure that all riders wear seat belts while the car is in-transit. The driver will provide seat belt extensions if needed. Extenders will be available in the church office.
4. Upon completion of the ride, Drivers will notify the Deacon Transportation Committee chair or delegate that the ride was completed and identify any issues, if any, associated with the ride. The Chair will ensure the information is appropriately recorded.

Transportation Guidelines

COVID Requirements

When transporting people on behalf of the church—driving people to church events or approved appointments—the following rules must be followed. These rules will remain in effect until COVID conditions change for the better and the rules are revised or eliminated by the appropriate Fremont leadership body.

1. Drivers need to have completed COVID vaccinations at least two weeks prior to providing rides. It is recommended, but not required, that passengers also be vaccinated.
2. Drivers and requestors must wear masks at all times when in close contact, e.g. when meeting at the car, while driving, and during drops-offs at church, home or appointment. Masks must cover both the nose and mouth. Double masking is recommended.
3. Driver must carry extra, clean, unused masks for requestors.
4. Hand sanitizer should be available in the car and should be used as needed.
5. No hand shaking, hugging or other physical touch unless required to assist requestors with walkers, wheelchairs or physical support while walking.
6. Avoid groups and maintain social distancing where possible.