

## Ingersoll Support Services Inc.

### Policy: Transportation

**Policy # S 13**  
Section: Services

Approved by the Board of Directors: *March 19 2009*  
Procedure Revision: *May 2012, June 2016*  
Review Date: March 22 2019

Ministry requirement - no

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*Ingersoll Support Services encourages and promotes the use of public and private types of transportation. If people accessing support need to access transportation through Ingersoll Support Services, they will share in the expense.*

### Procedure:

1. Ingersoll Support Services encourages the use of public and/or private transportation for the people accessing services.
2. When the use of public and/or private transportation services is not an option, Ingersoll Support Services will assist people accessing support with transportation.
3. People accessing support can utilize one of the vehicles owned by Ingersoll Support Services, or can ride with an employee, in keeping with policy HR22.
4. Ingersoll Support Services will retain vehicles only as long as the budget permits.
5. It is the intention of the organization to provide support and assistance where warranted to access viable transportation. This is done in a cost-contribution manner that is agreement-based.
6. This cost-contribution may take the form of contributing \$0.25 per kilometer. In this case each person will have his or her own mileage sheet. Actual kilometers of each trip will be recorded and filled in on their form. At the end of the month, the mileage will be calculated to determine each person's transportation expenses (total mileage x \$0.25). Additional agreements may stipulate a monthly rate or contribution for fuel. Medical appointments will be exempt.
7. While Ingersoll Support Services recognizes that some people may choose to travel together to share expenses, or may as friends go out together, we do not encourage large "group outings".

8. Ingersoll Support Services is committed to assisting community based generic transportation services to accommodate people with a disability to access their services.
9. Ingersoll Support Services will maintain agency vehicles as per relevant Ministry of Transportation Regulations.
10. Ingersoll Support Services will provide training and consultation about people with disabilities and accommodation to generic service providers.