

**Population Public Health Approved and Prohibited Work-Related
Transportation Activities:
April 2016**

Staff Type	Public Health Nurse	URIS Nurse	Clinic Liaison Nurse	F. F. Home Visitor	Community Nutritionist	Outreach Worker	Program Specialist	Team Manager
Vehicle Required for Work	✓	✓			✓	✓		
No Vehicle Required for Work			✓	✓			✓	✓
Approved work-related transportation activities in personal vehicles by staff type								
Connect clients to services where the staff person has an active role in connecting the client beyond just driving the client. The client's support person may also be transported.	✓					✓		
Access testing or treatment for communicable disease control as approved by Team Manager or CDC Coordinator for those who are unlikely to attend on their own in a timely manner and are at high risk of spreading serious infection or hospitalization, extreme illness or death	✓					✓		
Transporting those under 18 to a youth shelter or those 18 and up to emergency shelter (Healthy Sexuality and Harm Reduction Team only)	✓					✓		
Transporting incentives	✓					✓		
Transport WRHA staff or volunteers to work-related meetings to which the driving WRHA staff will also be going. This will decrease environmental impact and transportation costs.	✓	✓	✓	✓	✓	✓	✓	✓
Driving staff or volunteers of other agencies from the driver's work address to the work-related meeting to which the driver will also be going. Staff and volunteers of the other agency must meet the driver at the driver's regular office. If driving staff or volunteers of other agencies from the work-related meeting the same passengers must be taken back to the driver's office.	✓	✓	✓	✓	✓	✓	✓	✓
Moving work-related supplies or equipment (e.g., display board, nursing bag) to locations to which the staff will also be going	✓	✓	✓	✓	✓	✓	✓	✓

Additional activities may be approved on an exceptional basis by the staff's direct manager.

Approved work-related transportation activities in WRHA vehicles by staff type								
Connect clients to services where the staff person has an active role in connecting the client beyond just driving the client. The client's support person may also be transported.	✓					✓		
Access testing or treatment for communicable disease control as approved by Team Manager or CDC Coordinator for those who are unlikely to attend on their own in a timely manner and are at high risk of spreading serious infection or hospitalization, extreme illness or death	✓					✓		
Transporting those under 18 to a youth shelter or those 18 and up to emergency shelter (Healthy Sexuality and Harm Reduction Team only)	✓					✓		
Transporting incentives	✓					✓		
Transport WRHA staff or volunteers to work-related meetings to which the driving WRHA staff will also be going. This will decrease environmental impact and transportation costs.	✓	✓	✓	✓	✓	✓	✓	✓
Driving staff or volunteers of other agencies from the driver's work address to the work-related meeting to which the driver will also be going. Staff and volunteers of the other agency must meet the driver at the driver's regular office. If driving staff or volunteers of other agencies from the work-related meeting the same passengers must be taken back to the driver's office.	✓	✓	✓	✓	✓	✓	✓	✓
Moving work-related supplies or equipment (e.g., display board, nursing bag) to locations to which the staff will also be going	✓	✓	✓	✓	✓	✓	✓	✓
Servicing the vehicle	✓	✓	✓	✓	✓	✓	✓	✓

Additional activities may be approved on an exceptional basis by the staff's direct manager.

All transportation of clients MUST be documented in the client health record.

Prohibited work-related transportation activities

Transporting client belongings other than passenger outerwear and small bag such as purse/backpack

All other transportation not approved above or exigent circumstances as defined in the 'Personal Vehicle - Transportation of Passengers/Materials in support of WRHA Activities' policy.