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Title: Community Services  
Handi-Van

Policy No: 2021-01  
Supersedes: 2013-02

Authority: Council

Approval Date: January 12, 2021  
Effective Date: January 1, 2021

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## PURPOSE:

To provide a standard policy with regard to the use of the Community Services Handi-Van.

## POLICY STATEMENT

The Town of Hanna maintains a handi-van equipped to transport individuals with accessibility issues who cannot use regular transportation with dignity because of a disability. A disability is a physical or cognitive condition that affects a person's movements, senses, or activities. Many people have disabilities like difficulty walking, seeing, hearing, learning, processing and remembering information.

The Community Services Board recommends that priority for use of the Handi-Van will be given to individuals with disabilities.

## RESPONSIBILITIES

Town of Hanna Community Services is responsible to ensure the accuracy and currency of this policy with respect to industry standards and legislation.

## STANDARDS

1. Use of the handi-van is restricted to individuals use only. It is not for commercial purposes.
2. Cancellation of a Handi-van booking without just cause may result in a \$20.00 cancellation fee.

## PROCEDURES

1. The renter must complete a Community Services Van Contract prior to receiving the keys for the van.





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2. The driver shall be responsible for the van and the safety of the passengers. The driver will not, at any time, be under the influence of alcohol or drugs that may impair one's ability to drive. All drivers must have a valid Class #5 license.
3. The Van Inspection Checklist, which includes an odometer reading, must be completed before and after the trip.
4. The fee for use of the Community Services handi-van shall be set annually under the Community Services Facility & Program Rates Policy.
5. To assist residents with disabilities required to travel out of town for medical appointments, the Town of Hanna will waive the daily fee and the per kilometer charge for the handi-van. However, the user is responsible to ensure the van is returned with a full fuel tank.
6. Verification of a medical appointment may be required in order to qualify for the waiving of the daily fee and per kilometer charge.
7. The van must be clean before being returned to the Town of Hanna. Please close all doors and record the distance traveled on the Van Inspection Checklist in the binder located in the van. Any mechanical problems must be reported to the Town of Hanna immediately.
8. The renter of the van is responsible for submitting a list of passengers to the Town of Hanna in the event of an accident.
9. The Town of Hanna is not responsible for the conduct of any person who rents the Community Services handi-van.
10. All trips must be within the Province of Alberta.

