

Office of:

Selectmen
Town Manager
Treasurer
Tax Collector
Police Department
Fire Department

Telephone: 207.864.3326



TOWN OFFICE
15 School Street
Rangeley, Maine 04970

Office of:

Town Clerk
Code Enforcement Officer
Parks & Recreation
Assessor
Public Works

Fax: 207.864.3578

RANGELEY HEALTH RIDE POLICY

Program Description

The Rangeley Health Ride Program is a transportation program for individuals in need of transportation to and from doctor appointments. This program is funded by donations as well as budgetary contributions from Rangeley and the surrounding plantations. The program is comprised of one stipend coordinator position and several volunteers. The vehicle and volunteer drivers are covered on the fleet insurance portion of the Town of Rangeley's property casualty insurance pool.

Program Administration

The Program Coordinator is tasked with recruitment of volunteers and scheduling clients. He is responsible for scheduling maintenance on the vehicle, i.e. purchase of winter tires, oil changes, safety inspections. Invoices for any maintenance / repairs / tires are to be submitted to the Treasurer's office for payment. Frequent vehicle inspections will be conducted for any damages, etc. The Coordinator will keep a driving log / spreadsheet.

Volunteer Driver Selection / Disqualification

A volunteer driver is asked to fill out basic paperwork, including sign-off on Town policies and an authorization for a background check to be performed by the Police Chief. There cannot be 3 or more moving violations in a 36-month period. There cannot be a driving under the influence in the past 3 years. No hit and run accidents. No operating a vehicle under a suspended or revoked license in the past 3 years. No homicide, assault or a felony arising from the operation of a motor vehicle. No reckless driving or "criminal speeding" violation in the last 3 years. A volunteer driver may be disqualified for any of the above infractions or at the Coordinator's discretion.

Accident Reporting

Any accident, at fault or not, must be reported to the coordinator immediately. He is to file the claim with the Town Office within 24 hours. All volunteers and clients should obtain appropriate medical attention. If able, the volunteer should contact the police department and request that all parties remain at the scene. Any volunteer should refrain from making statements regarding the accident with anyone other than the investigating officer, municipal officials or municipal insurance representatives.

ATTACHMENT A
MUNICIPAL DRIVER PLEDGE

DATE: _____

NAME: _____

DEPARTMENT: _____

My signature on this pledge indicates that I understand my responsibilities as an operator of a municipal vehicle for the Town of Rangeley. I have received and read a copy of the Rangeley Health Ride Policy and agree to fulfill all my responsibilities listed therein. These include, but are not limited to:

1. Adhering to all policies and procedures governing the operation of my assigned vehicle;
2. Maintaining a professional appearance;
3. Ensuring safe operation of all vehicles and equipment;
4. Conducting and documenting required pre-trip and post-trip inspections, including defect reports;
5. Submitting any accident reports;
6. Submitting a copy of current driver's license for obtaining of Motor Vehicle Record (MVR);
7. Keeping the program administrator or designee advised of changes in my driving status;
8. Prohibiting use of assigned vehicle by anyone not authorized to drive the municipal vehicle.

Failure to comply with the conditions listed above may result in disciplinary action including termination.

Volunteer Signature

Supervisor's Signature

ATTACHMENT B
MONTHLY COORDINATOR'S VEHICLE INSPECTION REPORT

DATE:	TIME:
VEHICLE #:	
MILEAGE:	

Suggested Procedures:

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Check under hood. 2. Start engine. 3. Proceed with the in-cab check. 4. Walk around and examine the vehicle. | <ol style="list-style-type: none"> 5. Look under for leaks. 6. Test brakes, steering and transmission before leaving. 7. Recheck the equipment enroute. |
|--|--|

√ = OK

X = Defective

ENGINE

- ☐ Cooling system
- ☐ Exhaust system
- ☐ Oil, water, windshield solvent
- ☐ Leaks – water, oil, fuel grease
- ☐ Belts – fan, alternator, compressor, etc.

IN CAB

- ☐ Cab condition (locks, latches, doors, mountings)
- ☐ Mirrors, windshield, windows
- ☐ Horn, wipers and washers
- ☐ Defroster, heater
- ☐ Low air warning device
- ☐ Instruments and gauges
- ☐ Emergency equipment – fire extinguishers,
- ☐ Seat belts
- ☐ Steering
- ☐ Brakes –service, parking
- ☐ Clutch
- ☐ Drive train

EXTERIOR

- ☐ Lights, flashers, signals
- ☐ Reflectors
- ☐ Tires, wheels, lugs, studs, drums
- ☐ Chassis –frame, tanks, battery box, etc.
- ☐ Suspension
- ☐ Brake hoses & connections
- ☐ Exhaust system
- ☐ Rear-end protection
- ☐ Cargo area condition – floor, walls, roof, doors

Completed by: _____ Date: _____

All repairs made. ☐ (Check)

Certified by: _____ Location: _____ Date: _____

ATTACHMENT C
COORDINATOR'S ACCIDENT INVESTIGATION REPORT

Name of Employee:		Occupation:	
Department:		Division:	
Date of Collision:	Time:	a.m.	p.m. Vehicle ID No.
Location of Collision:			
Name of Other Party Involved:			
Address (other party):			
Description of Collision:			
Did the police investigate the collision? ☐ Yes ☐ No			
Did our driver violate our Fleet Safety Policy or a traffic regulation? ☐ Yes ☐ No			
If Yes, describe:			
Did our driver claim that any malfunctioning or defective vehicle component(s) caused the collision?			
☐ Yes ☐ No Explain:			
In your opinion, were any of the following conditions contributing factors in the collision?			
☐ Traffic ☐ Weather ☐ Light ☐ Road ☐ Driver			
Explain:			
What corrective action(s) do you recommend to prevent a future occurrence of the same type of collision?			
Explain:			

The Board of Selectmen voted to adopt the Rangeley Health Ride policy on _____ , 2019.

Steven Philbrick, Chairman

Donald Nuttall, Vice-Chairman

David Burgess

Cynthia Egan

Ethan Shaffer

PANDEMIC AMENDMENT 2020 – Follow all current CDC requirements / guidelines.

- Temperature must be taken by all occupants of the vehicle before getting into the car.
- Face masks at all times for all vehicle occupants.
- Hand sanitizing
- Sanitizing the vehicle once brought back to base so it is ready for the next occupants, to include all surfaces (seats, arm rests, doors, steering wheel, shifter, etc.)
- If the driver feels the client is symptomatic, please contact the Program Administrator immediately.

The Board of Selectmen adopted the amended policy.

Steven Philbrick, Chairman

Donald Nuttall, Vice-Chairman

David Burgess

Cynthia Egan

Ethan Shaffer