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# SATURNA ISLAND FIRE PROTECTION SOCIETY

## **POLICY #10 VEHICLE TRANSPORT**

Revised: January 19, 2026

### **Preamble**

Periodically, there is a requirement to have fire service vehicles and ambulances transported off Saturna Island for reasons such as servicing, maintenance, and safety inspections. Vehicle transportation is typically undertaken by a volunteer driver or by an outside contractor driver (collectively "A Driver") holding an appropriate class of driver's license for the vehicle being transported. The Society provides compensation to those who provide vehicle transport services.

### **Policy**

For a Driver who transports a SIFPS-owned vehicle off Saturna Island for reasons such as servicing, maintenance, and/or safety inspections, the following compensation is offered:

A rate of \$20 per hour to a maximum of 10 hours, a per diem food allowance of \$69 per full day, and reimbursement of ferry charges with original receipts.

A Driver may elect to waive receiving compensation by informing the Fire Chief or the Saturna Island Rescue Chief in writing.

### **Procedure for Submitting a Compensation Claim**

- a) A Driver shall complete a SIFPS Expense Claim Reimbursement Form.
- b) Completed forms should be clear and legible (neatly written or typed).
- c) Completed forms with original receipts attached are to be submitted within 15 days of expenses being incurred to the respective service Chief.
- d) Completed forms shall be dated and signed by the Driver and the respective service Chief.
- e) Authorized forms and original receipts should be sent by the respective service Chief to the SIFPS Bookkeeper for payment processing.