

FYR TRANSPORT JOB DESCRIPTION

FLORIDA YORKIE RESCUE VOLUNTEER JOB DESCRIPTION

Volunteer Position: Transporter

Reports to: President or Transport Coordinator

SUMMARY: Volunteer transports FYR rescues to and from FYR headquarters, sometimes utilizing more than one volunteer for a transport mission.

REQUIREMENTS:

- Read and signed Foster Parent/Transport Contract.
- Read and signed Confidentiality Agreement.
- Must have a telephone or face to face interview with an FYR board member.
- Copy of valid driver's license.
- Active Face Book account for communication.
- All transport volunteers must wear the FYR ID badge during transport.
- Maintain a minimum of liability coverage on the vehicle used in transport.
- Must have a smart phone.

HOW A TRANSPORT WORKS:

- The President determines what rescues will be taken into FYR; this is not up for discussion.
- The President or Coordinator will be in charge of all aspects of the transport.
- A person may be called upon directly to assist or a post may appear for an "all call" on the FYR Transport FB page.
- The logistics of the mission will be pre-determined by the President and or Coordinator.
- The Transport FB page is to be used for identifying persons to assist only and/or to discuss pertinent information regarding the said transport. No extraneous posts will be allowed and will be removed if posted.
- The transporter will abide by the schedule and plan devised by the Coordinator.
- If a problem or deviation of any kind arises, the Coordinator will be advised immediately for modification of the plan of action.
- All matters regarding the rescue of a dog for FYR are confidential.
- If a transport involves a surrender, the Surrender for Adoption form will be downloaded from the FYR Transport FB page for information input by transporter.
- **IN THE EVENT OF TRANSPORTER INVOLVEMENT IN AN ACTUAL "PUPPY MILL BUST", TRANSPORTER WILL BE GIVEN A PROTOCOL DIRECTIVE ON THE DAY OF THE EVENT.**

REPORTING TO THE COORDINATOR DURING TRANSPORT:

- Transporter must check in with the Coordinator telephonically or via texting when arriving and departing from their designated leg of the transport.
- If the transporter is in communication directly with an owner surrendering, the transporter must confirm the pick up time with the owner and report to the Coordinator.
- Transporter must check with Coordinator to verify the method of communication during the transport—i.e. text, mobile, FB messaging, etc.

PHOTOGRAPHY AND POSTING OF TRANSPORT PHOTOS:

- Any photographs taken of the rescue/rescues will be forwarded to the President for social media and/or website postings immediately.
- Any postings of transport photos on any media sites must be approved by the President or Coordinator before posting.
- No videos or photographs will be taken of the actual surrender of the rescue.

SAFETY OF RESCUES DURING TRANSPORT:

- Rescue must be properly restrained during transport; using either a secured crate, seat harness or a dog car seat.
- Rescue will not be allowed to ride with his/her head outside the window of a moving vehicle.
- Rescue will not be allowed to roam or exercise on the pavement/grass during any part of the transport.
- Rescue must be provided water during transport.
- Rescue, under no circumstances, will be left in a transport vehicle unsupervised, even if the car is running and the air conditioner is on.
- Transporters should leave their personal dogs at home due to potential health issues such as kennel cough, parasites, etc.
- It is advisable to bring paper towels, cleaning supplies and pee pads. Pee pads can be placed in the crate and quickly removed should there be vomit, diarrhea, etc. since rescues will not be walked during the transport.

SURRENDER PROTOCOL/PAPERWORK:

- Transporter will arrive in a timely manner.
- Surrender forms will be signed properly by the owner of the rescue if forms are required. Forms are to be provided at the time of surrender and not emailed or given to the owner in advance.
- Transporter will sign off on the surrender forms, if applicable, and forms will be given to FYR at the conclusion of the trip.
- Be courteous and diplomatic at all times.
- All belongings, medication, food, crates, vet records, etc. must be delivered to FYR with the rescue. FYR will determine what items are to be discarded, if applicable.

COUNTY SHELTER PICK-UPS:

- Transporter will present themselves in a professional manner--no rudeness, no excessive talking about the pick-up, and confidentiality in how the rescue will be handled. All questions regarding FYR procedures and policies should be referred back to the President—pick up the phone and make a call.

RIDE ALONGS:

- If the transporter has a buddy ride along, the same level of confidentiality stands and the buddy will remain in “observer mode” only.

FYR appreciates transport volunteers and understands how emotional a rescue can be for the volunteer. However, it is imperative that the volunteer understand that these cases may have taken hours/days to research, develop, and implement. Therefore, a transporter needs to be dedicated to transport issues only; one wrong or misleading statement made could very well abort the entire mission as these situations are very sensitive and tenuous. The charge of responsibility for a transport volunteer is to do “just transport”—not interrogate, judge, or editorialize.

Questions or concerns should be addressed by emailing the President (Kit) of FYR at floridayorkierescue@yahoo.com