

Project Lifesaver Association of Nova Scotia



Bringing Loved Ones Home

MAINTENANCE VOLUNTEER AGREEMENT

Definitions:

Client: The person who will be wearing the Transmitter unit.

Agent: The person with power and authority to represent the Client in legal matters. The Agent will be responsible for the financial obligations of the contract and shall ensure that the caregiver follows the guidelines of the contract. (This person may also be Caregiver)

Caregiver: A person who will be providing care and supervision of the Client. (This person may also be Agent)

Search and Rescue Agency: Regional organization whose members include trained Electronic Search Specialists (ESSs).

Agency Coordinator: Contact person within the Search and Rescue Agency for the Agent, Caregiver, Maintenance Volunteer, Agency ESSs and Project Lifesaver Association of Nova Scotia (PLANS)

Maintenance Volunteer: A person who has successfully completed Project Lifesaver Transmitter Maintenance training as prescribed by Project Lifesaver International.

The undersigned understands and agrees to the following:

1. All personnel participating in the program as a Maintenance Volunteer must successfully complete the Project Lifesaver Transmitter Maintenance training provided by a certified Project Lifesaver Instructor.
2. Maintenance Volunteers must supply a Criminal and Vulnerable Sector Records Check to the Agency Coordinator every two years.
3. Upon successful completion of the Maintenance Volunteer training and Criminal and Vulnerable Sector Records Check, one is considered a Project Lifesaver Maintenance Volunteer.
4. Project Lifesaver Maintenance Volunteers are permitted to replace batteries and straps as per PLANS battery change checklist.
5. As a Maintenance Volunteer, one is under the guidance and supervision of the Agency Coordinator.
6. Family members of a Client can become Maintenance Volunteers; however, they cannot change their loved ones batteries or strap if they reside with the Client.

7. Monthly service visits must be made at a client's place of residence or previously agreed upon location. The Maintenance Volunteer will contact their Agency Coordinator if there are any concerns involving the scheduling of these visits. If unable to reach their Agency Coordinator, the Maintenance Volunteer must contact the Operations Manager at PLANS.
8. After performing a monthly maintenance visit, the Maintenance Volunteer will email the details of the visit to ops@projectlifesaver.info within 36 hours.
9. When a Client is enrolled in the Project Lifesaver Program, their agent is told:
 - a. Someone will change the battery each month and;
 - b. Someone will respond for equipment problems and;
 - c. If their loved one wanders, and they are within the coverage area for Project Lifesaver response, qualified responders will search
 - d. What was **NOT** promised is that there are any guarantees.
10. Caregivers are the second most important part of the Project Lifesaver Program, the first being the battery. The Caregiver's responsibility is to:
 - a. Check the battery at least once a day;
 - b. Record the battery check on the client log sheet;
 - c. Call 911 immediately if client wanders;
 - d. If the client goes to hospital and the transmitter was removed for medical care, the caregiver must notify the member agency.
11. Maintenance Volunteers will be provided a Maintenance Kit which will contain all of the items required to perform monthly maintenance visits.
12. Maintenance Volunteers will notify their Agency Coordinator at least 45 days prior to needing additional supplies for the Maintenance Kit.
13. Maintenance Volunteers will be assigned to Clients who reside within a reasonable proximity to them.
14. Maintenance Volunteers perform their duties without remuneration.
15. Concerns regarding a Client, their Agent or Caregiver(s) must be reported to the Operations Manager at PLANS so the concerns may be addressed.
16. The Maintenance Volunteer must notify the Operations Manager at PLANS immediately if:
 - a. the Caregiver fails to use the tester device at least once per day and record the results on the supplied log sheet or
 - b. the Caregiver fails to notify the Search and Rescue Agency or Project Lifesaver Association of Nova Scotia when he/she tests the Transmitter and finds no signal indication or
 - c. the Client refuses to wear or removes the device
17. Maintenance Volunteers agree to do their best to promote and portray a positive image for the Project Lifesaver Program.
18. The Search and Rescue Agency and Project Lifesaver Association of Nova Scotia take privacy seriously and are committed to safeguarding the privacy of those involved in the

Project Lifesaver Program. Maintenance Volunteers must adhere to the Project Lifesaver Association of Nova Scotia Privacy Policy and keep all information acquired through involvement as a Maintenance Volunteer confidential unless a criminal act is being committed.

19. All electronic equipment and program components used must be purchased or obtained from Project Lifesaver or from a source approved by Project Lifesaver International. Using components from external sources will void warranties and present program integrity concerns and issues.
20. All equipment and materials provided is the property of Project Lifesaver Association of Nova Scotia and is in the care of the Search and Rescue Agency. When no longer being used for client maintenance visits, the purpose for which it was provided, all materials will be returned undamaged to the Search and Rescue Agency or Project Lifesaver Association of Nova Scotia to be assigned to another Maintenance Volunteer in the Program.
21. Maintenance Volunteers shall remain liable for any loss or damage to all such Maintenance Volunteer equipment and for the replacement cost of all such equipment until returned to the Search and Rescue Agency or Project Lifesaver Association of Nova Scotia.
22. This agreement may be terminated immediately by the Search and Rescue Agency or Project Lifesaver Association of Nova Scotia if an issue is brought forward that puts the client or the Project Lifesaver program at risk.

By signing below, I affirm that I have read and understand the agreement. It is my desire and intention to enter into this agreement and by affixing my signature below, I hereby agree to the terms and provisions of this contract.

MAINTENANCE VOLUNTEER NAME (PRINT)

MAINTENANCE VOLUNTEER NAME (SIGNATURE)

DATE

WITNESS (PRINT)

WITNESS (SIGNATURE)

FOR PROJECT LIFESAVER ASSOCIATION OF NOVA SCOTIA (PRINT)

FOR PROJECT LIFESAVER ASSOCIATION OF NOVA SCOTIA (SIGNATURE)

SEARCH AND RESCUE AGENCY (PRINT)

FOR SEARCH AND RESCUE AGENCY (SIGNATURE)

Project Lifesaver - PLANS Maintenance Volunteer Agreement

IntroducedMarch 20, 2014

Approved..... July 3, 2014