G-13 ANIMAL TRANSPORT VIA HSWM VAN

**Purpose**

This document outlines the process of preparing for a trip, setting up the van with appropriate supplies and provide information for drivers who will be making trips out of the area to pick up animals being transferred from other shelters or rescues

**Staff /Areas Affected**

• Management

• Transport Coordinator

* Facilities & Maintenance Tech
* Animal Care
* Staff/Volunteer Drivers

**Responsibilities**

The Transport Coordinator is responsible for most portions of this process. The schedule includes other individuals who are key the success of a transport.

**Procedures**

1. Management will advise of dates of confirmed transports with source shelters. Once the date, quantity and details of the animals are confirmed, the schedule should be followed to prepare for each transport.

2. Set up for the crates based on the number of adult vs puppies that will be transported

3. Crates must be securely strapped in with ratchet straps.

4. Pack all needed supplies listed on the Transport Supply Checklist

5. Every crate should have a towel and a water bowl inside. No water until after animal pick up.

6. Knowing the number of animals and size are critical to set up of the van with proper number of and size crates.

 The following table will provide approximate timelines for each step of the preparation and execution of a transport:

**TRANSPORT PLANNING SCHEDULE**

|  |  |
| --- | --- |
| **WHO** | **WHAT / WHEN** |
| Management | Tania /Holly | Animal SelectionVerify Vet care/vaccines |
|  |  | **TWO WEEKS PRIOR** |
| Trans Coord | Tania / Kathy | Make sure all staff knows that once the crates are set to transport, then cannot be moved or taken out. (The Toyota truck should be used for hauling large loads when transports are scheduled.) |
| Trans Coord | Tania / Kathy | Maintain sign ups for driving-monitor. confirm |
| Trans Coord | Tania / Kathy | Confirm drivers and travel dates |
| Trans Coord | Tania / Kathy | Get copies of D/L. Check driving record |
| Trans Coord | Tania / Kathy | Review Maint log for VanSchedule service if needed |
| Trans Coord | Tania / Kathy | Sign out the van in the mailroom |
| Trans Coord | Tania / Kathy | Confirm crates & van are clean |
| Trans Coord | Tania / Kathy | Make Hotel Reservations |
| Maint Tech | Nic | Confirm AC/Heat is working in the back |
| Maint Tech | Nic | Schedule oil change if needed |
|  |  | **ONE WEEK PRIOR** |
| Trans Coord | Tania / Kathy | Get transport list of animals and current size of eachAdjust crate set up as needed |
| Maint Tech | Nic | Confirm AC/Heat is working in the back |
| Trans Coord | Tania / Kathy | Email Drivers with details – Hotel confirm #, times, etc. |
|  |  | **3-4 DAYS PRIOR** |
| Trans Coord | Tania / Kathy | Confirm crate set up is adequate for list of animals If not, or different usage is needed reconfigure & secure, with towel inside each |
| Trans Coord | Tania / Kathy | Put clean towels in each crate |
| Trans Coord | Tania / Kathy | Confimr there are enough door holders and water bowls for each crate in van |
| Trans Coord | Tania / Kathy | Confirm adequate supplies are in the van (see supply list) including PPE + extra |
| Trans Coord | Tania / Kathy | Make sure folder is in the van with SOPs, checklists, emergency protocols, contact info, etc |
| Trans Coord | Tania / Kathy | Contact drivers for last minute instructions. Advise who if anyone will assist with unload upon return. Remind if Vaccines/meds need to be loaded before leaving. |
|  |  | **ONE DAY PRIOR** |
| Maint Tech | Nic | Start van & verify no maintenance issues |
| Maint Tech | Nic | Fill gas tank |
| Trans Coord | Tania / Kathy | Put a supply of bottled water in if possible |
| Trans Coord | Tania / Kathy | Each crate should have a door mounted water bowl holder |
| Trans Coord | Tania / Kathy | Get clipboard & keys & advise driver where they will be |
| Trans Coord | Tania / Kathy | Get credit card from Stephanie, put w keys |
| Trans Coord | Tania / Kathy | Load any donations go to source shelter |
| Trans Coord | Tania / Kathy | Confirm w Animal Care return date and WHO is cleaning out the van |
| Trans Coord | Tania / Kathy | Consider having driver ‘share’ location (iphone users) with someone on staff/unload team |
| Trans Coord | Tania / Kathy | Confirm location of vaccines/meds & cooler location w Vet Staff \*if applicable |
|  |  | **1-2 DAYS AFTER RETURNING** |
| Trans Coord | Tania / Kathy | Confirm crates and entire van has been cleaned out |
| Trans Coord | Tania / Kathy | Review Maintenance sheet for any needed repairs |
| Trans Coord | Tania / Kathy | Contact drivers for an update and details, key/cc location, etc. |

 **TRANSPORT SUPPLY CHECKLIST**

|  |  |
| --- | --- |
| Vaccines/Meds for source shelter – if applicable |  |
| Water bowls – enough for each crate + 2-3 extra |  |
| Bottled water |  |
| Puppy slip leads |  |
| Adult slip leads |  |
| Extra collars/leashes |  |
| Soft Treats |  |
| Towel inside each crate, + 4-5 extra |  |
| Paper Towel and Rescue in a spray bottle |  |
| Hand sanitizer & sanitizing wipes |  |
| PPE – gloves, masks, gowns, booties, etc. +extra |  |
| Extra ratchet straps (above cab) |  |
| Human and Animal First Aid Kit |  |
| Jumper cables |  |
| Folder w Contacts, SOP, emergency protocols, etc. |  |
| Insurance paperwork |  |
| Remind Driver to review folder prior to leaving |  |
|  **DRIVERS** |  |
| Phone charger w car adapter (There is a USB port in the van) |  |
| Recommended Map Apps (Waze, Apple or Google Maps)  |  |
| Personal Luggage, masks, meds, water bottle |  |

**VEHICLE DETAILS**

**2014 Dodge Ram ProMaster 2500**

Fuel Tank – 24 gal

Height 136” (11.3 ft)

Length 215” (18 ft)

Width 81” (6.75 ft)

Wheelbase 126”

Gross Weight 8,900 lbs,

w crates 9,250, w dogs 9,700

**Photos of crate set up in the van’**

|  |  |
| --- | --- |
| C:\Users\jtownsend\Pictures\HSWM photos\Trans Van - back.jpg | C:\Users\jtownsend\Desktop\Work photos\IMG_2887.JPG |
| View from Rear doors | View from Side doors |

Straps should not encumber crate doors from opening. Straps should be secure at all times. Readjust if movement or vibration has loosened them.

**Reference Documents**

• Transport Schedule

• Transport Supply Checklist

* G-13 Driver Info

**Revision History**

V1 - Created 8/14/20