



# TRANSPORT PERSONNEL

## Job Description

**Job Title:** Transport Personnel

**Job Relationships:** Reports to Executive Director

**Job Summary:** Responsible for transport of animals between shelters and the clinic, including scheduling of transportation and maintenance of vehicle.

**Responsibilities:**

**General transporting:**

1. Schedule pick-up and delivery by the month; accommodate groups with regard to day and time, if possible.
2. Be punctual for pick-ups; if unavoidably late, advise by phone.
3. Carefully screen all animals to determine fitness for surgery. Any animals showing signs of illness will not be loaded on transport.
4. Be careful and gentle with animals in loading and unloading.
5. Make sure all animals are in crates and crates are closed.
6. Secure all crates in back of transport vehicle.
7. Call the clinic with an animal count at completion of pick-up.
8. Make sure all animals are on return delivery (check-off on transport list).
9. Drive defensively with care and caution; observe speed limits and all good driving rules.

**Vehicle Care:**

1. Clean and sanitize the animal compartment of vehicle each day.
2. Clean the exterior and driver compartment of vehicle on a regular basis.
3. Responsible for maintenance of the vehicle on a regular basis; breakdowns jeopardize the animals and cause unnecessary delays.

# Transport System Contract

## **Our Goal**

The goal of Humane Alliance is to reduce future generations of unwanted animals through the non-lethal solution of surgical sterilization. In addition, by requiring rabies vaccinations at the time of surgery, we hope to help control the incidence of rabies in WNC.

## **Paperwork**

Admission forms will need to be obtained from Humane Alliance at a cost of \$37.50 per I50. All forms must be completed. If there is not an owner signature, we cannot legally do the surgery. Please be certain that every animal has an admission sheet. If the owner has two or more animals, an individual admission sheet is required for each animal.

## **What owners need to know**

### Surgical fees

Your organization will be invoiced for all patients received at the clinic. The invoice will be sent in hard copy with your return transport.

### Vaccinations.

The following vaccinations are available:

- DA<sub>2</sub>LPPv (canine distemper/parvo)
- Bordetella (kennel cough)
- FVRCP (feline distemper combo)
- FELV (feline leukemia)
- Rabies (Humane Alliance does require proof of rabies. If no proof is provided, the animal will receive the vaccination and the owner will be charged.)

### Pre-op instructions.

Adult animals (older than 4 mo.) must not have any food after 12:00 midnight the night before surgery. Animals younger than 4 mo. may have food and water. This is very important for the safety of the animal. If there is any question that the animal may have had food, please ask the owner to re-schedule.

### Tattoos

All owners need to be notified that their animals will receive a small tattoo on their underbelly near the incision sight. The tattoo is very important to identify that the animal has been spayed or neutered. This is to ensure that if lost, the animal will not have to go through unnecessary surgery in the future.

### Prior medical concerns

Please ask the client if their animal has any prior medical concerns. Females that are pregnant or in heat are done by Humane Alliance daily; however, it is good to let the owner know that they are at a slightly higher risk during surgery. Advanced age is also a concern; we require a pre-anesthetic blood panel before surgery for any animal eight years old and up.

### Strays

Please let us know if female animals are strays and could already have been spayed.

Points

We schedule surgeries using a point system (list of values attached). It is very important to call in these points no later than 12:00 noon, three business days prior to your transport. **If we are not notified of your points within 72 hours your transport may be canceled.**

Name collars (disposable)

Make sure the animal's name, the owner's last name, and the shelter ID are on the animal's collar. If there is no owner a shelter number is required.

Animal carriers

**It will be your responsibility to have enough carriers for your transport.** Please make sure that all carriers are lined with newspaper and labeled with the animal's name and/or number.

Fees

Money and change are the responsibility of the organization; the driver does not carry change. The shelter will be invoiced for all animals (shelter and owned) on their transport.

Dates and times

The transport schedule will be set up at least two weeks in advance. Normally you will have a rotating schedule. However, the schedule is subject to change. Make sure to have the owners arrive in enough time to do the paperwork, collar the animal, and label the carrier before the transport van arrives.

**Surgical Costs**

- Female dogs----- \$45.00
- Male dogs----- \$45.00
- Male cats----- \$30.00
- Female Cats----- \$45.00
- Vaccinations----- \$6.00 each

**Point System**

(Animals 6 months and younger are considered puppies or kittens)

- |                            |                            |
|----------------------------|----------------------------|
| Female dog----- 5 points   | Female Cat-----3 points    |
| Female puppy----- 2 points | Female Kitten-----3 points |
| Male dog----- 3 points     | Male Cat-----1 point       |
| Male Puppy----- 2 points   | Male Kitten-----1 point    |

**Signatures:**

I understand and agree to follow the above procedures while participating in animal transport with the Humane Alliance Spay/Neuter Clinic.

\_\_\_\_\_(Name)

\_\_\_\_\_(Organization)

Quita Mazzina, Executive Director, Humane Alliance of WNC, Inc.      Date:\_\_\_\_\_

# Transport Checklist

TRANSPORT GROUP \_\_\_\_\_ DATE OF TRANSPORT \_\_\_\_\_

PICK-UP SITE \_\_\_\_\_ PICK-UP TIME \_\_\_\_\_

RETURN DATE \_\_\_\_\_ RETURN TIME \_\_\_\_\_

## CHECKLIST

1. All scheduled animals and their corresponding paperwork should be ready at least 30 minutes prior to the arrival of the HUMANE ALLIANCE transport vehicle.
2. All pets must be secured in clean, plastic, size appropriate crates. For the health and safety of the animals, wire crates are not acceptable. Doors on crates must fasten securely.
3. Make sure that bolts are not missing from the perimeter of the crate. If they are, please fasten top and bottom of crate together with heavy duty zip ties.
4. Animals should not be muzzled, for their own health and safety.
5. If pet owners send blankets, towels, toys, collars, leashes or other personal items in crates, please inform them that there is no guarantee that these objects will be returned with their animal.
6. No more than one animal allowed per crate! Exceptions are small puppies less than 16 weeks old (no more than 3 per crate) and domestic cats from the same house-hold (no more than 2 per crate).
7. Feral cats must be in live traps.
8. EACH CRATE MUST BE CLEARLY MARKED WITH THE FOLLOWING IDENTIFYING INFORMATION: Animal first and last name and the transport group's ID letters or name.
9. All animals must have paper neckband/collars for identification. No regular collars, flea collars or leads. Using permanent marker, please include the following information on the neckband: animal's first and last name and the transport group's ID letters or name. For very large dogs, or for fractious dogs or cats, the ID neckband may be attached to the crate handle. PLEASE ENSURE ALL PAPERWORK HAS BEEN PROPERLY COMPLETED AND SIGNED BY THE PET OWNER PRIOR TO THE ARRIVAL OF THE HUMANE ALLIANCE TRANSPORT VEHICLE.
10. Proof of rabies vaccinations must be witnessed by a transport group representative and verification of such must be initialed on the Admission Form. PLEASE NOTE: If there are no initials, Humane Alliance must administer a 1 year rabies vaccination and charge the transport group accordingly.
11. Admission Sheet must be signed. Humane Alliance will not perform surgery without a signed admission form.
12. Please have sufficient number of staff/volunteers to help with the transport loading process.