



**AIDS Community Care Montréal**  
**Sida bénévoles Montréal**

## **Departmental Bus Tickets Policy**

ACCM members can request bus tickets from the following departments. Each department has its own set of guidelines for which bus tickets can be used.

**Case Management:** Bus tickets and taxi chits can be requested by clients, on a financial need or emergency basis (see ACCM Emergency Transportation Policy). Emergency transportation is administered by the Case Manager, Director of Social Services and Drop In Director (Coordinated Case Management Team) from Monday to Thursday only. Tickets are funded through the Farha Foundation for direct client services. Volunteers of Case Management (buddies, team leaders) can request bus tickets for their volunteer duties through the Director of Case Management who receives them from the Volunteer Coordination grant.

**Social Services:** Support group attendees can receive bus tickets (or taxi chits, for clients who are physically ill) to facilitate their attendance at an ACCM support group. Tickets are administered by the animator of the group who receives them through the Director of Social Services on a monthly basis. Tickets for clients are made available through the Farha Foundation direct client services grant, while tickets for volunteer animators come from the ACAP Volunteer Coordination grant.

**Drop In:** Volunteers for the Drop In can request bus tickets in order to get to and from their shift at the Center. Clients can request tickets to come to a Drop In event (workshops, Dinner & Discussion Nights, social events, etc.). Clients can also request a bus ticket or taxi chit to get to and from the Drop In if they are in a weakened condition that would usually prevent them from coming to the Center. Clients are obviously eligible for transportation aid if a health emergency occurs on-site. Tickets are administered by the Drop In Director under the ACAP Health Promotion grant.

**Volunteers:** ACCM volunteers can request bus tickets for any volunteer event, activity or task performed by the volunteer (promotion, training, reception shifts, office volunteers, buddying, etc.). Tickets are administered by the Director of Volunteers under the ACAP

Volunteer Coordination grant.

**Education and Prevention:** ACCM volunteers and clients can request bus tickets to facilitate their volunteerism within this department (speaking engagements, etc.). Tickets are administered by the Director of Education and Prevention from the ACAP Prevention grant.

**Staff:** Staff can request bus tickets in order to go to staff functions (staff retreats, outside staff meetings or trainings). Tickets are administered by the Executive Director and are funded through the ACCM general account.

**Special Events/Situations:** In order to facilitate members getting home safely, bus tickets and taxi chits can be requested by clients or volunteers in order to get home from an ACCM event (i.e. the Holiday Party), particularly where alcohol has been served. Female volunteers (or any member who feels vulnerable) can request a taxi chit to get home from an event that goes past 10:00 pm if they feel their physical safety is at risk.