



***Welcome to Quincy K-9 Connection!***

***Thank you for volunteering your time to help transport our passengers to rescue. We are proud of the relationships that we have developed with our rescues and drivers and strive to maintain those strong relationships and to provide a safe transport for our passengers and drivers.***

***Please take the time to review the information in this handout. It will help you to understand our expectations during transport and answer many of the questions that you may have. Please feel free to contact us at any time with any questions, concerns or suggestions that you may have.***

***Barb Bauer, Lauren Nehlsen and Kerrie Hoar, Transport Coordinators***

**\*\*\*DISCLAIMER\*\*\***

*Quincy K-9 Connection is a dedicated group of volunteer transport coordinators and drivers who assist animal rescues in their efforts to save dogs, cats and other animals from high kill shelters. Please note that passengers or passenger descriptions are subject to change. As transport coordinators, we do our best to ensure that all animals are healthy and of sound temperament, but are dependent on the information given to us by senders. The very nature of animal rescue transport creates some risk for those who participate; even a good natured animal may find it stressful to be passed from stranger to stranger and cooped up with other unfamiliar animals, and therefore may act in uncharacteristic ways.*

*By agreeing to transport and/or overnight an animal on a volunteer transport, you are agreeing that you recognize these risks of injury and disease and release the volunteer transport coordinator(s), sending or receiving individual(s), shelter(s) or rescue(s), and fellow volunteer transporter(s) from any liability for any accidents or incidents related to bites, injuries, property damage, or illness (human or animal), that may occur immediately before transport, during transport, during an overnight stay on a transport, and upon, or following, arrival of the animal being transported. By volunteering to participate in Quincy K-9 Connection transport, you are acknowledging that you have read, understand and agree to follow the rules and guidelines of this organization.*

*Barb, Lauren & Kerrie – QK9C Transport Coordinators*

**SIGNING UP:** QK9C uses our Yahoo group email to send out weekly requests for drivers. If you are able to drive that week, we ask that you reply to the email and let the coordinator know which transport leg that you are able to drive and what your crate carrying capacity is – as well as indicating if you will need to borrow crates. In addition, you should include your contact information (cell phone number and email) and vehicle information (make, model, color and license plate – if you know it). We ask that you be sure to provide the cell phone number that we can use to contact you during transport.

**WHEN CONSIDERING THE NUMBER OF PASSENGERS YOU CAN SAFELY CARRY IN YOUR VEHICLE,** please carefully review the size of the crates that you have available (as well as any that QK9C can provide), the available space in your vehicle and your ability to place crates safely within that space. Please indicate the number and sizes of crates that you are able to accommodate when you sign up.

**VACCINATIONS:** Quincy K-9 Connection requires that all of our drivers' pets be up to date on vaccinations for Rabies, Distemper and Parvo. In addition, Bordetella is recommended. We require this for the safety of both our passengers and our drivers' pets.

**COMMITTING TO DRIVE:** Do not volunteer to drive if you are not committed to showing up on time on transport day. Relay transports cannot operate if there is a missing link in the chain, and the rescue animals suffer as a result. If an emergency arises that prevents you from driving you must notify the transport coordinator as soon as possible. Please be respectful of the entire team that has been assembled.

**ADOPTION OFF TRANSPORT IS STRICTLY PROHIBITED:** If you're interested in adopting an animal that you meet on a transport, please contact the receiving rescue noted on the run sheet so the proper adoption process can be followed. Keep in mind that the receiving rescue LEGALLY OWNS these animals, so if you attempt to keep the animal and remove it from transport, it is considered THEFT in all 50 states and in Canada, and appropriate legal actions WILL be taken.

**BE RESPECTFUL - BE A MENTOR:** Please be respectful and kind to your fellow transporters. We are all volunteers and doing what we do to help our passengers get to safety – there is no place for rude behavior. If the person that you are supposed to meet is late, check in with them or with the coordinator to make sure that nothing is wrong and to get an estimated ETA – then relax and take the time to read or close your eyes for a bit. If you see someone making a mistake or doing something that is unsafe (e.g., no double leash, putting a puppy on the ground, etc.), take the opportunity to turn it into a teaching moment. We have all been first timers, so please reflect back on your own first time and choose to be a good mentor and teacher.

**IF AN EMERGENCY ARISES THAT PREVENTS YOU FROM DRIVING, PLEASE NOTIFY THE TRANSPORT COORDINATOR AS SOON AS POSSIBLE!**

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## **PREPARING FOR TRANSPORT .....**

**RUN SHEET:** A run sheet will be sent to all participants prior to the transport. The final run sheet will indicate hand off locations and contact information for all participants. The information contained on the run sheet is confidential and should not be shared with any non-participating parties.

When you receive the run sheet, check your information for accuracy and let the coordinator know as soon as possible if there are any discrepancies. If you have suggestions for better or safer locations, please do not hesitate to let the coordinators know.

Take a few moments to double check your pick up and drop off locations and times. Take note of any special needs that your passengers may have. (e.g., no paws on the ground, flight risk, medications required, etc.). Keep a paper or electronic copy of the run sheet with you during the transport so that you have contact, location and timing information handy at all times.

**TRANSPORT KIT:** If you transport long enough, you are going to encounter dogs that arrive with no collar or leash, that chew through a leash or have an injury, or, worst of all, escape. You want to be prepared. Below is a list of things to carry in your own transport kit, ranging from absolute necessities to simply nice to have along just in case.

- **SLIP LEAD:** A good slip lead with a lock tab (e.g., Mendota brand) is an absolute necessity – you will want to have at least one extra one along in case yours breaks, is chewed, or you need to pass one along to another driver.
- **REGULAR LEASH:** Some dogs are going to arrive with no leash (either wasn't sent with one, it was chewed through or it was lost along the way) – you will want to have one at the ready so that you can double leash all of your passengers.
- **BEDDING:** Crates should be lined with a towel, blanket, puppy pad, etc. for the comfort of the animal who will be traveling in it. You will want to bring along extras in case of accidents that require you to change out bedding and/or puppy pads. Bring along a sheet or blanket to cover crates when necessary or to cover upholstery that will be in contact with a tethered dog. Yard sales and resale shops and donations from friends are good sources for transport bedding.
- **WATER BOWLS & WATER:** All dogs should be offered water at each and every transfer. Plan to bring along extra water on hot days.
- **CLEAN UP SUPPLIES:** You will need a supply of poop bags for clean up at transfer sites. Other items include: paper towels, trash bags for trash and dirty laundry, clean up wipes, spray cleaner/disinfectant, etc.
- **PUPPY SUPPLIES:** Lots of puppy pads, of course! For No Paws on the Ground puppies, you will want to have latex gloves and hand wipes and/or hand sanitizer for clean up between handling litters.
- **HARNESSES:** A couple of harnesses in several sizes are essential if you plan to tether any of your passengers.
- **EXTRA COLLARS AND LEASHES:** Some dogs will arrive with no collar/leash, so a variety of extras are nice to have. Extra slip leads are good to have in case the person you are meeting forgets his/hers – or in case you pass one along to a fellow driver. While I would recommend purchasing slip leads, you may find good used items at yard sales, resale shops or get them from friends.
- **FIRST AID KIT:** antiseptic ointment, band aids, vet wrap, sterile pads, hydrogen peroxide...
- **STINKY TREATS:** These will come in handy to entice reluctant dogs to get into or out of crates and could help you to successfully recapture a loose dog. Some stinky ideas that keep well are a can of sardines, a small jar of peanut butter, a re-closeable package of treats such as Pupperonis, jerky, etc.
- **TAPE & SHARPIE:** These can come in handy for applying crate labels, repairing collar nametags, etc.
- **OTHER ITEMS:** small pair of wire clippers, carabiner clips, bungee cords, zip ties, pen and paper

As you drive more and more transports, you will figure out what items you want or need to have along in your own transport kit.

## DAY OF TRANSPORT.....

**Plan to arrive at your pick up location at least 15 minutes prior to the scheduled arrival time.**

**CELL PHONE:** Please make sure your cell phone is fully charged, turned ON and set to ring loudly. Keep your phone on or near your person until after you leg is over. It is imperative that you can be reached quickly while transport is in progress.

**UPDATES:** Please follow updates throughout the day so that you are aware of any changes in schedule. The transport coordinator will monitor the transport throughout the day. The driver dropping off is required to call the coordinator after his/her handoff. Your update should include any health or behavior concerns for your passengers. Alternately, if there is nothing major to report and it is just a time update, you may text the coordinator.

**PICTURES:** Feel free to take pictures if and when you can – but do not compromise safety in doing so. We love seeing as much as hearing/reading how they are doing!

**BASIC SAFETY: Best practice is to consider every animal a flight risk and treat them accordingly.**

- Make sure that ALL animals are secure BEFORE opening any doors or windows on your vehicle.
- Keep windows rolled up at all times when animals are in vehicles and make sure that windows are locked to prevent any tethered dogs from opening windows during transit.
- When outside temperatures exceed 70 degrees, park in the shade whenever possible and keep your vehicle running with A/C on while loading or unloading. In cold weather, you should leave your vehicle running with the heat on. In cold weather, bring along extra towels/blankets to cover crates – especially those of puppies/kittens.
- **NEVER** leave animals in an unattended vehicle for any reason.
- **BEFORE** leaving your transfer site, double check that you have transferred all passengers and paperwork and that all crates and tethers are secure.

**EMERGENCIES, DELAYS AND SPEED LIMITS:** If an emergency arises and you are unable to drive, please contact the coordinator immediately.

- **DELAYS:** If you are delayed due to traffic, etc., either during your driving leg, or on the way to meet a driver, please alert the coordinator immediately.
- **ARRIVING LATE:** Please remember that there are multiple legs to this transport, and each depends on the ones before it for success. Be sure that you are following updates throughout the day and plan to arrive at least 15 minutes early to meet transport.
- **SPEED LIMITS:** Please follow speed limits and traffic safety rules and winter driving precautions at all times. We want all of our drivers and passengers to get to their destinations safely.
- **STAYING ON SCHEDULE:** Arriving early to your drop off site can affect the rest of the transport. If each morning driver is 5-10 minutes early, we end up being 30+ early by afternoon! This puts the later drivers in a bad position – some of our drivers have other commitments through the day and plan their driving leg around those commitments. When we get way off schedule, we can run into situations in which a driver cannot get to their pick up location at the new arrival time. If you note a discrepancy in the estimated driving time for your leg, please let the coordinator know as soon as you receive the run sheet.
- **STAY WITH YOUR FELLOW DRIVERS:** If more than one driver is scheduled for a particular leg, one person on that leg will handle the paperwork for all animals on that leg. For this reason, we ask that all drivers on each leg stick together. If you should happen to get stopped by the police or Highway Patrol, they could ask you for the paperwork for all the animals in your vehicle. You're going to need the person responsible for that paperwork nearby. Without it, the animals could be confiscated. Nobody wants that! Driving as a group is also for safety and security purposes. Think flat tires, accidents, slick roads, etc.

**PAPERWORK:** Each passenger will have a health certificate and paperwork and a nametag with receiving party info and emergency #'s. Please transfer the paperwork and any other belongings to the next driver BEFORE transferring any animals.

**TRANSFER ANIMALS ONLY TO THE INDIVIDUALS NOTED ON THE RUN SHEET:** Never transfer the animal on any leg or at end of transport to anyone other than the person that has been designated to receive from you. If anyone else is attempting to pick them up from you OR another driver calls you to let you know someone else will be there to meet you, CONTACT THE COORDINATOR IMMEDIATELY BY PHONE. The coordinator will evaluate and determine if the substitution is valid. Drivers have the right to not deliver an animal into what they believe is a harmful situation. Contact the coordinator immediately if you are in such a situation.

**COMBINING TRANSPORTS:** Do not combine any other transports with this transport without discussing with the coordinator and receiving permission. The coordinator will contact the other transport to discuss any issues and make sure it would be safe and possible for all concerned. We all want to help as many as we can but it is correct protocol to make sure that all coordinators from all transports are in agreement. It also avoids potential problems and health risks.

**TRANSPORT SITE:** Please use basic dog-walking etiquette at meeting locations. If the dog poops, PICK IT UP and dispose of it! Clean up after yourself as well, and do NOT leave trash, empty water bottles, etc. scattered about. Treat the area as you would your own front yard.

#### **PERSONAL PETS AND CHILDREN:**

- **PERSONAL PETS:** You should never bring your personal pets along with you on transport. Even though your dog and our transport dogs may be dog friendly, it creates additional and unnecessary stress on the already highly stressed passengers of this transport.
- **CHILDREN:** Children are the future of rescue. You may bring your child along at your own discretion and responsibility; however, no children under the age of 16 should be in full control of any dog. No one under the age of 18 should handle a dog labeled as a flight risk at any time.

#### **CRATES, TETHERS AND LEASHES:**

- **CRATES:** As a general rule, QK9C dogs DO NOT travel in their own crates unless specifically indicated on the passenger sheet. Cats, on the other hand, ride in crates provided by QK9C. Drivers are required to provide crates for their passengers. **Check that your crates are clean, disinfected and functional before every transport.**
  - **Hard sided (plastic) crates** contain any mess made by its occupant better than a wire one will. They are recommended for puppies under 4 months old. They are very helpful in calming stressed passengers who may be in the same vehicle as another who they may not get along with. This is often the case with unaltered males. They do not however offer real good airflow. Some drivers use crate fans or add extra ventilation holes.

- **Wire Crates** are handy and very portable. The newer ones fold nicely and can be easily stored. They offer excellent air movement, however do not contain messes, or block the view of dogs that may not get along real well. Carry old sheets to cover the crate as needed. Cover your cargo area or seats with an old shower curtain, tarp, blanket, etc. before loading crates to save on cleanups to upholstery – you can't bleach your upholstery after a transport, but you can dispose of, or disinfect, the item that you used to cover it.
- **Collapsible Fabric Crates** are handy and easy to store. Unfortunately, a strong willed and determined passenger can escape from them in moments and have been known to destroy them. They are great when travelling with your personal pets, but not recommended for transport.
- **TETHERS:** Tethering refers to allowing a canine passenger to ride uncrated and either tied or freeriding in a vehicle. **As a general rule, no more than one dog should ride tethered.** Sometimes, when we have a small load, or if you have a way to keep two dogs separated, we will give permission for more than one dog to be tethered in a vehicle. This is a matter of safety for everyone involved. If a dogfight should break out, or if dogs get their leashes tangled around each other, or around the driver, it puts both the driver and the dogs at risk. Any dog not crated, should be securely tethered in the vehicle. **Best practice indicates tethering with a harness rather than by the collar. A dog should never be tethered with a slip lead. Dogs are never to ride in a driver's lap during transport.**
- **LEASHES: DOUBLE LEASH EVERY DOG!** THIS MEANS THAT A REGULAR LEASH SHOULD BE ATTACHED TO THE COLLAR OR HARNESS ALONG WITH A SLIP LEAD. Many of these dogs are very scared and will not come back if they get away from you. Attaching two leads to the collar will not prevent this. Slip leads with a lock tab are essential. Be sure that you have both leashes secured prior to letting a dog out of its crate. The last thing that we want is for a scared dog to escape and be injured or killed. Walk only one dog at a time and hold the leash securely at all times. When loading, unloading or walking, never handle more than one dog at a time. When walking dogs, make sure to keep a safe distance from other dogs. When holding onto leashes, put your entire hand and wrist through the handle loop for extra security. Leashes should be unclipped and either left outside the crate or can be clipped to the crate door to prevent loss. Leashes left attached to dogs or in crates can become choking and/or chewing hazards.
- **UNLOADING:** When unloading a tethered dog, be sure that the tether is intact (not chewed) and that the dog is secure BEFORE you open any doors or windows. When unloading a crated dog, be sure that you (and another person if needed) is standing right in front of the crate to block any escape route. Have your slip lead in hand (with the handle loop up around your wrist) BEFORE you open the crate door. Grab the dog's collar and get your slip lead on and locked in place and then clip your regular leash onto the collar/harness BEFORE letting the dog out of the crate.

#### **WATER, FOOD AND MEDICATIONS:**

- **WATER:** All dogs should be offered water at every stop. You will need to provide water and bowls for your passengers. Please plan for hot days and bring along extra water.
- **TREATS AND DOG FOOD:** Please do not feed dogs on transport unless you are specifically directed to do so. Many of the dogs are very stressed by transport and are not used to car rides. Feeding them generally results in diarrhea and vomiting in later drivers' cars and, often, a sick dog when they arrive at their destination. If you need to give treats to get them loaded, please do so - but refrain from overfeeding treats or from feeding any dog food. When carrying multiple dogs, they can trigger resource guarding and lead to fights.
- **PUPPIES & FOOD:** If young puppies need to be fed along the transport route, they will travel with their own food and the run sheet will include instructions about when and how much to feed and when to feed them.
- **CHEWS:** Since we do not know the chewing habits of any of our passengers, do not give them chews of any kind - rawhides, antlers, pig's ears, bones, etc.
- **MEDICATIONS:** Never give any type of medication (prescription, over the counter, homeopathic, etc.) unless you have specifically been authorized to do so.

**NO PAWS ON THE GROUND:** If a passenger is marked as NPOG, it means that their feet are not to touch the ground. These are usually younger puppies that have not had a full set of vaccinations due to their age, so they cannot be exposed to the many germs that can be found on the ground. These passengers should be carried from one crate to the next and should be handled by only one person.

- **POTTY BREAKS:** If you want to let them do their business, please put a tarp or shower curtain on the ground to create a barrier. Covering the tarp with an old sheet or puppy pads generally works better than a tarp alone. You can set up an exercise pen on top of your barrier to further contain the puppies, but never leave them unattended. To prevent cross contamination, do not mix puppies from separate litters on the same tarp or in the same exercise pen unless you have been authorized to do so.
- **DRINKING:** They must drink from a separate bowl, or be allowed to drink before any other dogs.
- **HANDLING:** It is best practice to wear gloves when handling NPOG puppies if you have handled other dogs prior – and to change gloves between handling puppies from different litters.
- **CRATING:** NPOG puppies from the same litter can be crated together – unless otherwise noted. They must be crated during driving legs and CANNOT be crated with any other dogs or with puppies from a separate litter. They should be kept away from other dogs as much as is possible. We realize that vehicles only have so much space, but do the best you can.

- **NURSING MOTHERS:** Momma dogs can be walked, but their paws and any other parts that touched the ground (e.g., bellies of short dogs,) should be wiped off with sanitized baby wipes before loading momma back in with her babies.

**STAY IN CRATE ANIMALS:** Any animal that is labeled as “Stay in Crate” on the run sheet will come in a provided crate from QK9C. **These animals are not to be taken out of their crates for any reason during transport.** They are to be left in their crate until they reach their destination. All cats are Stay in Crate with no exceptions. Dogs will be labeled in this manner as deemed necessary by QK9C.

- **RETURNING CRATES:** Once the animal has been transferred to the rescue pick up driver, the QK9C driver will retain the crate, disinfect it and then return it back to the pick up location the next time that they drive. A driver at the pick up location will then take these crates back with them to their pick up location the next time that they drive, and so forth. In this way, the crates will make their way back to QK9C via backwards transport. Please return crates as soon as you are able since they are needed by QK9C to transport animals on future transports.

**SICK OR INJURED ANIMALS:** Report any sick animals to the transport coordinator immediately. The coordinator will assess the situation and determine if immediate veterinary care is needed. These animals should be handled by only one person at transfer and should be prevented from having contact with any other animals. Cover a sick animal’s crate with a sheet or towel.

## **AFTER TRANSPORT .....**

### **CLEAN UP BETWEEN TRANSPORTS:**

- **CLOTHING:** Since we cannot fully guarantee the health of any dogs on transport, best practice is to change out of your transport clothes prior to handing your personal pets. Wear old clothing that you are able to launder with bleach as you do with any bedding.
- **BEDDIING:** Any crate bedding, NPOG blankets and draping sheets/towels should be washed separately, with bleach, to be sure that any germs have been killed and will not be transmitted to your personal pets or to future transport animals.
- **CRATES & WATER BOWLS:** Crates should be washed out and treated with a bleach solution (1 part bleach to 30 parts water) after use. Bleach must remain wet on the crates for at least 20 minutes in order to kill the worst germs - followed by a rinse to remove the bleach residue. (Other proven products such as RESCUE may be used in place of bleach.) Please note that Clorox wipes and fragranced bleaches are not effective disinfectants. Water bowls should also be disinfected.

Now you are ready for your next transport.