

# POLICY

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No. B.22

## **SAFETY OF BOARD PERSONNEL AND TRUSTEES WHEN TRAVELLING ON SCHOOL DISTRICT BUSINESS**

*Adopted: 00-02-14  
Amended: 06-01-09  
Amended: 09-05-12  
Reviewed: 11-11-08  
Reviewed: 12-10-09  
Reviewed: 14-01-13  
Reviewed: 15-01-13  
Reviewed: 15-10-13  
Reviewed: 16-10-11  
Reviewed: 17-10-10*

### **Policy**

Most travel between the schools and the School Board Office is on logging roads, on open water or by air. The Board of Education is fully aware of the potential dangers to personnel and Trustees when travelling on Board business. Those dangers and hazards are integral to travel in the isolated and rural regions of western coastal Vancouver Island.

Given the realities of the geography and weather of the District's regions, the Board of Education expects travel precautions to be practice.

# REGULATION

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### Regulation

1. The Board of Education insists that all safety, highway and marine rules or regulations be obeyed.
2. The traveller will notify persons at the destination regarding the route to be used and the expected time of arrival, and ensure that those persons have the needed contact information.
3. If a traveller does not arrive at the destination within a reasonable time after the expected time of arrival, the Operations Supervisor, the Superintendent of Schools/Secretary-Treasurer or designate will be informed of the late arrival.
4. The search for the traveller will be initiated by the Operations Supervisor, or the Superintendent of Schools/Secretary-Treasurer or designate, should this be deemed necessary.
5. All travellers, when travelling off a main highway, must carry a mobile satellite phone or VHF radio available to them from the Operations Department or School Office.