

KYUQUOT SCHOOL TRUCK and BOAT

Due to the uniqueness of the Kyuquot Community, the School District recognizes the need for the use of a vehicle and a boat by the staff of the school.

The School is serviced by a truck which is provided and maintained by the Operations Department. This truck is in the custody of the Operations Supervisor, as are all School District vehicles.

2. Use of the Truck by School Employees

- a. The truck is first and foremost a service/maintenance vehicle for the School District.
- b. The truck is primarily for the use of the Maintenance Worker/Custodian.
- c. The School Principal will release the truck for use by other staff after consultation with the Maintenance Worker/Custodian. The Maintenance Worker/Custodian will be cooperative in facilitating the use of the truck in supporting the learning and related educational objectives of the School.
- d. All other matters have a lower priority.
- e. The truck will never be used for the personal pleasure of any employee.
- f. The truck keys will always be in the possession of the School Principal and Maintenance Worker/Custodian. Once issued to an employee by the School Principal, the key will not subsequently be passed on to another employee. After use by an employee, the key will always be returned to the care of the School Principal or Maintenance Worker/Custodian.
- g. All potential drivers of the truck must be employees of the School District, and have a valid BC Driver's License, Class 7 or better. All safety precautions normally associated with the operation of a motor vehicle and all highway driving regulations associated with the operation of a road vehicle will be respected.
- h. The number of riders in the truck must correspond to the number of seat belts available. No one will be permitted to ride in the rear box of the truck.
- i. The truck may be used to collect mail and groceries within the community, provided this does not interfere with any use of the truck by the Maintenance Worker/Custodian or School Principal for school purposes.
- j. The truck may be used to facilitate the arrival of guests and those who have specific school related responsibilities and business.
- k. A logbook will be kept in the truck and must be filled out in full by all users. The log will include time out, time back, by whom, signature, purpose of use, odometer reading at start, and odometer reading on return.

2. Use of the Boat by School Employees

- a. All staff may use the boat within the confines of Walter's Cove and the immediate Islands (Okime Island-Red Cross, Rolston Island, Plensky's Island and Kyuquot Sound Lodge's Island) for the purposes of conducting school business, picking up mail and groceries at the store, visiting parents, the Red Cross Hospital, and social occasions associated with school affairs.
- b. The boat must not be used outside the confines of the areas described in (a) above unless permission is granted by the School Principal.
- c. The boat will not be used for fishing trips or other personal pleasure or recreational activities.
- d. Only School District employees are permitted to operate the boat.
- e. All staff wishing to use the boat are expected to receive instruction from a delegated employee of the Operations Department before operating the boat.
- f. Before any trip, a pre-trip inspection must be concluded by the operator to assure all navigational and safety standards will be satisfied during the operation of the boat. The boat must be bailed before all trips. A bailer must be in place, one life jacket for each boat occupant, and two oars. The fuel tank must meet the fuel expectations of the planned trip.
- g. A boat sign-out log will be located at the school office. The log will record the destination, time of departure, the boat operator, purpose of the trip, expected time of return, time of the conclusion of the trip. It is the responsibility of the boat operator to complete the requirement of the log. Not doing so may result in forfeiting the right to the operation of the boat.
- h. Use of the boat will be restricted to daylight and safe weather conditions with strict adherence to the weight limitation.
- i. The use of the boat for student transportation will be limited to emergency situations.
- j. All persons operating the boat must hold an appropriate license under the current regulations of Transport Canada, at www.tc.gc.ca/boatingsafety.