

Section 300 – How We Plan to Support Schools and Ensure Alignment

301.4AP – Modes of Transportation for District Business

Purpose

In order to ensure employee safety, specific guidelines are provided regarding modes of transportation when conducting school district business.

Procedure

During the presence of an employment relationship, as described in WorkSafe BC policy, employees are restricted from using bicycles and other non-licensed non-motorized or non-licensed motorized modes of transportation for district business travel or activity.

Specifically:

- Employees with a regular starting and ending place of work **are not restricted** from using a bicycle or other non-licensed non-motorized wheeled mode of transportation or non-licensed motorized mode of transport (e.g., scooter) for travelling to and from the regular starting place of work and home.
- Employees with a regular starting and ending place of work **are restricted** from using a bicycle or other non-licensed non-motorized wheeled mode of transportation or non-licensed motorized mode of transport (e.g., scooter) to travel from the regular starting place of work to or from any other Nanaimo Ladysmith Public Schools (NLPS) work location.
- Employees with an irregular starting or ending place of work **are restricted** from using a bicycle or other non-licensed non-motorized wheeled mode of transportation (e.g., skateboard) or non-licensed motorized mode of transport (e.g., scooter) to travel from the irregular starting place of work to any other NLPS work locations.
- Employees with two separate FTE components at different sites **are not restricted** from using a bicycle or other non-licensed non-motorized wheeled mode of transportation or non-licensed motorized mode of transport (e.g., scooter) for travelling on their own time between sites.

Legal References:	WorkSafe BC Policies and Regulations
Monitoring Method:	<i>Internal Reports and Direct Observation/Superintendent and Board</i>
Monitoring Frequency:	<i>Annual</i>
Previous Policy Number:	<i>AP426</i>
Adopted:	<i>2016.04.19</i>
Amended:	<i>2024.02.28; 2025.01.15</i>