

## **AP 426 – 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.

Adopted: April 19, 2016

References: WorkSafe BC Policies and Regulations