

HR: H&S07 – Inclement Weather Travel

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POLICY:

The Library Board endeavors to ensure the safety and well-being of staff in performance of their duties. Assignment of staff travel during inclement weather will be guided by the following policy.

PURPOSE:

The purposes of this policy are to promote staff safety when travelling on Library business during inclement weather.

RESPONSIBILITY:

All staff that travel on Library Business are responsible to properly prepare for travel during inclement weather conditions. This includes:

- a) Ensure your vehicle is ready for winter travel.
- b) Pack an emergency kit
- c) Use your winter driving techniques.
- d) Plan your trip, checking road and weather conditions.
- e) Remove all snow from your vehicle prior to travel.
- f) Avoid using cruise control on icy or slippery roads.
- g) Give yourself plenty of time to get to your destination.
- h) Adjust your speed to road conditions.
- i) Wear your seatbelt at all times.

Where the RCMP provides road advisories recommending against travel or close highways; staff will not be scheduled/sent out of town on Library business.

Where the temperature is -30 degrees centigrade or lower; staff will not be scheduled/sent out of town on Library business.

Where inclement weather results in a staff member not travelling from their home location to attend work; they must notify their supervisor per normal attendance procedures. The absence may be paid through a time owed bank such as overtime or vacation and where no banked time is available, will be taken without pay. ♦

