

POLICY

It is expected that staff will report to work. Conditions such as cold weather, normal snowstorms, traffic tie-ups and remoteness of residences do not meet the criteria for disaster conditions for individual staff members (see Campus Closure Policy).

Staff cold weather travel on business will be rescheduled if there is a significant risk.

Staff cold weather travel will be conducted in a rental vehicle or car pool whenever possible.

Staff traveling in cold weather will be responsible for taking all necessary precautions.

BOARD GOVERNING POLICIES

This policy recognizes the Yukon College Board of Governors Policy on Executive Limitations, including:

“With respect to treatment of paid and volunteer staff, the President may not cause or allow conditions which are unfair or undignified. Accordingly she or he may not operate without written Human Resource procedures, which clarify rules for staff”

GOVERNING LEGISLATION AND RELEVANT DOCUMENTS

- Collective Agreement between Yukon College Board of Governors and The Public Service Alliance of Canada

PROCEDURES

1. Travel by automobile should be evaluated on the length of the trip, weather conditions, road conditions, the urgency of the trip, etc. If travel is a significant risk, the trip should be rescheduled.
2. The staff member should use a rental vehicle and/or car pool whenever possible.

3. Staff traveling during cold weather, whether using a rented vehicle or when no other option exists, a personal vehicle, are responsible for taking all necessary precautions to ensure their own safety by carrying a kit of winter travel safety items. Suggested items include:
 - a tow chain or rope
 - a shovel
 - a windshield scraper
 - sand
 - an axe
 - a flashlight and batteries
 - a radiator cover
 - good winter tread tires
 - booster cables
 - an extension cord to plug-in
 - an inflated spare tire on rim with jack and wrench
 - a first aid kit
 - extra belts (fan, alternator, power steering)
 - a set of flares
 - matches in a waterproof container
 - a can of gas line anti-freeze
 - a sleeping bag rated to –30 degrees or colder
 - a heat source (such as candle and can)
 - non-perishable food.
4. The traveling staff member is responsible for ensuring that he/she and any passengers carry adequate winter clothing and footwear, and extra clothing in the event of an emergency.
5. Before commencing travel, staff members are expected to check weather conditions prior to travel and reschedule travel (in discussion with his/her supervisor), where possible, if the weather conditions are expected to be extreme (e.g. high winds, blowing snow, low visibility, temperatures below –40 C).
6. While traveling to and from communities, the staff member should periodically phone in to report his/her location.



**HR-05 COLD WEATHER TRAVEL
HUMAN RESOURCE SERVICES**

AUTHORIZATION

Approved by the President _____ (signature)

On _____ (date)

B. FORM