

DRIVER ABSENCES

Short Term (3 days or less)

If it becomes necessary for a driver to be absent from regular driving duties and his duties assumed by a spare driver for a short term the regular driver shall:

- (a) Notify the Supervisor of Transportation that he is going to be absent and request that a spare driver assume his duties.
- (b) Give the Supervisor of Transportation the particulars regarding his absence.
- (c) Advise the spare driver to contact the Supervisor of Transportation (by radio) before starting the regular run.

Long Term (more than three days)

If it becomes necessary for a driver to be absent from regular duties for a period of more than three days, the driver should contact the Secretary-Treasurer for direction as soon as it is known that the absence will occur.

In all instances payment of spare drivers will be made by the Division Office.

Revised July 11, 1989
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