

GENERAL ADMINISTRATION MANUAL

VOLUME 2: HIGHWAYS AND PUBLIC WORKS POLICIES

TITLE: CENTRAL TRANSPORTATION AGENCY POLICY

EFFECTIVE: August 1, 1994

UPDATED: May 20, 2010

1 SCOPE

1.1 Authority

This policy is issued under authority of Cabinet meeting #94-32 dated August 1, 1994.

1.2 Application

This policy applies to all departments, as defined in Policy 2.1.

1.3 Purpose and Principles

The purpose of the policy is to establish the responsibility of Highways and Public Works to coordinate transportation services on behalf of all government departments.

2 ROLES AND RESPONSIBILITIES

2.1 Highways and Public Works

2.1.1 To obtain efficient service at the most economical cost, Supply Services branch of the Department of Highways and Public Works is responsible for the proficient management of transportation functions such as:

- arranging aircraft charters,
- scheduled airline flight reservations,
- accommodation reservations,
- vehicle rentals,
- pool vehicles owned by the government,
- movement of freight,
- chattel moves.

- 2.1.2 Travel requests from various sources may be combined in order to obtain the most economical means of transportation and provide the requested service.
- 2.1.3 Highways and Public Works may establish procedures governing the manner in which the business shall be conducted and the forms to be used in connection therewith.
- 2.1.4 The agency will issue transportation warrants on behalf of government employees unless otherwise specified by the Deputy Minister of Highways and Public Works.
- 2.1.5 Highways and Public Works shall adhere to all applicable environmental performance standards, as adopted by the Yukon government from time to time, in carrying out its responsibilities under this policy.

2.2 Departments

- 2.2.1 Consistent with economic feasibility, departments should refer all transportation matters to the Supply Services branch of Highways and Public Works unless, at the discretion of the Deputy Minister of Highways and Public Works, other arrangements are made.
- 2.2.2 Where departments carry out transportation matters under section 2.2.1, they shall adhere to all applicable environmental performance standards as adopted by the Yukon Government from time to time.