
Travel – Risk and Security

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Category:	Safety, Security and Emergency Management
Approving Body:	Board of Governors
Executive Sponsor:	Vice President Human Resources and People Development
Department Responsible:	Safety, Security and Emergency Management
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Policy Statement

The British Columbia Institute of Technology is dedicated to promoting a safe, secure, and healthy working and learning environment for employees and students while representing the Institute on travel. Therefore, the Institute:

- Takes appropriate precautions to minimize the risk to the safety and security of all employees and students while representing the Institute on travel
- Conducts a risk assessment on destination countries
- Monitors the well-being of employees and students on travel status
- Requires reviews of travel plans by the Safety, Security and Emergency Management Department before allowing travel

Purpose of Policy

The purpose of this policy is to set the Institute's conditions under which employees and students may be permitted to travel when conducting Institute business or when otherwise representing the Institute. This policy provides assistance in managing the risks associated with Institute sanctioned off-campus courses, programs, and activities, and provides processes to undertake the following:

- A risk assessment of travel locations, regions and/or countries
- An informed pre-departure plan to manage the risks associated with travelling abroad or to remote locations

Application of this Policy

This policy applies to all BCIT employees and students who travel while conducting BCIT business or when otherwise representing the Institute. This policy does not cover activities over which BCIT exercises no control and for which it can therefore take no responsibility. Including:

- Travel or activities of any person who is not an employee or student
- External activities (including consulting) undertaken by faculty, staff, or students that are not part of the individual's employment responsibilities or academic program at the Institute
- Free weekends/days off on field school
- Activities organized exclusively by students or student groups without expressed approval, sanction, or funding from the Institute
- Personal travel undertaken before or after an off-campus Institute activity concludes

Related Documents and Legislation

Policy 2005, Travel and Professional Development Expense Reimbursement
Procedure 2005-PR1, Travel and Professional Development Expense Claim
Workers Compensation Act, RSBC 1996, c 492
Occupational Health and Safety Regulation, BC Reg 296/97
Bill C-45: Amendments to the Criminal Code Affecting the Criminal Liability of Organizations
Canadian Government Travel Advisory

Definitions

Off-campus activity means an Institute organized or endorsed activity involving one or more BCIT community members, which takes place beyond the boundaries of BCIT campuses including – practicums, field school, study abroad and internships.

Other Information

None

Duties and Responsibilities

- **Employees and Students**

- Employees – All Travel

A Request for Authority to Travel form is required by the Safety, Security and Emergency Management Department.

Employees are responsible for the following:

- Obtaining and completing a Request for Authority to Travel form
- Obtaining the approval and signature of their manager

The department or school forwards the completed and signed Request for Authority to Travel form to the Director of Safety, Security and Emergency Management, for notification and approval.

The Department of Safety, Security and Emergency Management will conduct a risk assessment; then, if the requested travel is approved, issue an international SOS card to the employee travelling outside of North America. SSEM then forwards the completed and approved Request for Authority to Travel forms to Financial Services.

- Students – All Travel

A Request for Authority to Travel form is required by the Safety, Security and Emergency Management Department.

Students are responsible for the following:

- Obtaining and completing a Request for Authority to Travel form
- Obtaining the approval and signature of their associate dean or Associate Dean International

The department or school forwards the completed and signed Request for Authority to Travel form to the Director of Safety, Security and Emergency Management for notification and approval.

The Department of Safety, Security and Emergency Management will conduct a risk assessment; if travel is approved SSEM then forwards the completed and approved Request for Authority to Travel form to Financial Services.

- **Departments and Schools**

Departments and schools are responsible for the following:

- Knowing the intended location and travel duration of their employees and students
- Ensuring managers review all requests for travel
- Submitting completed and signed Request for Authority to Travel forms to the Director of Safety, Security and Emergency Management
- In the event of an employee or student emergency/critical incident managers will immediately notify the Director of Safety, Security and Emergency Management
- Develop an informed pre-departure plan to manage the risks associated with travelling abroad or to remote locations

- **Director of Safety, Security and Emergency Management**

The Director of Safety, Security and Emergency Management is responsible for the following:

- Reviewing requests for authority to travel outside of British Columbia
- Off-campus travel within BC such as field trips to potentially hazardous work sites by faculty, staff, and students. Schools and departments can contact the Director Safety, Security and Emergency Management for a risk assessment ruling on field trips
- Conducting a risk assessment upon receipt of a Request for Authority to Travel
- Recommending approval based on a risk assessment
- Providing a training program for employees or students representing the Institute while travelling outside of Metro Vancouver
- Develop informational resources to enhance the safety of the BCIT community while engaged in travel activities
- Maintaining and tracking the travel status of employees and students
- Managing a travel locator Internet application
- Restricting travel to countries that become high-risk for safety, security, or global health conditions
- Forwarding all completed, authorized Request for Authority to Travel forms to Financial Services
- In the event of an employee or student emergency/critical incident the Director of Safety, Security and Emergency Management will coordinate a response to the incident

Procedures Associated With This Policy

None

Forms Associated With This Policy

Request for Authority to Travel, FIN-23 (PDF)

Special Situations

None

Amendment History

		<u>Approval Date</u>	<u>Status</u>
1. Creation:	Policy 7140 version 1	2003 Jul 02	Replaced
2. Revision:	Policy 7140 version 2	2004 Sep 28	Replaced
3. Revision:	Policy 7140 version 3	2005 Jan 25	Replaced
4. Revision:	Policy 7140 version 4	2005 Sep 26	Replaced
5. Revision:	Policy 7140 version 5	2009 Mar 23	Replaced
6. Revision:	Policy 7140 version 6	2010 Aug 06	Replaced
7. Revision:	Policy 7140 version 7	2012 Mar 30	Replaced
8. Revision:	Policy 7140 version 8	2014 Oct 02	Replaced
9. Revision:	Policy 7140 version 9	2020 May 26	In Force

Scheduled Review Date

2023 May 26