

The South Slave Divisional Education Council (SSDEC) wishes to provide the most cost effective service to all South Slave District Education Authorities (DEA's) and schools. Where additional space is available and regulations allow, the SSDEC also wishes to encourage local air carriers to provide convenient and cost effective transport for itinerant passengers and freight taking into consideration such things as traveller safety, cost savings, risk management and liability issues.

This policy covers requests for itinerant passenger travel and transport of non-SSDEC freight on all aircraft charters arranged and paid for by the SSDEC. Recognizing the need to properly arrange for these situations, requests to the air carrier must be made by itinerant passengers in a timely manner in order to ensure, among other things, manageability, passenger comfort and safety and proper completion of manifests.

REGULATIONS

The Superintendent and/or Comptroller, or their designates, are responsible for the implementation of this policy. The following procedures are therefore set out to serve as a guide during its implementation:

1. According to GNWT regulations, only the air carrier has the authority and the insurance coverage required to permit air travel by an itinerant passenger. Requests for itinerant passengers and/or non-SSDEC freight will be considered by the air carrier on a first-come first-served basis, subject to available space, Directive 3307 (*Aircraft Chartering*) of the *GNWT Financial Administration Manual (FAM)* and this policy.
2. Non-government itinerant passengers and freight may join an existing charter if the carrier agrees to collect the cost of the passage directly from that incidental passenger.
3. The carrier will charge each additional passenger a rate equivalent to the cost of the charter divided by the total number of seats on the aircraft, and reduce the SSDEC invoice accordingly.
4. Requests for freight will also be considered subject to the ability to inspect contents of any containers prior to its being placed on the plane. Freight must be at airport in sufficient time to allow for its inspection.
5. Charges incurred by other government departments will be billed to that department subject to the SSDEC receiving prior written billing authorization (i.e. letter, email, fax, etc.).
6. The SSDEC assumes no additional responsibility or liability. In addition to carrier approval, itinerant passengers must also complete and submit an *Itinerant Passenger/Transportation of Freight Waiver* to the SSDEC before any person and/or freight is allowed on the plane.
7. Notwithstanding the above, the SSDEC reserves the right to refuse permission for travel or freight for any reason.

Reference: *GNWT Financial Administration Manual* – Directive 3307 (Aircraft Chartering)

Date: January 2005

Amended: September 2006

October 2012
November 2017



SOUTH SLAVE DIVISIONAL EDUCATION COUNCIL Itinerant Passenger/Transportation of Freight Waiver

To be completed for any request for travel/freight on SSDEC charters.

Name of Individual(s): _____	Date(s) of Trip: _____
	Destination: _____
Contact Information:	
Name of Organization: _____	
Address: _____ _____	
Ph: _____ Fax: _____	
Details of Transport:	
_____ _____ _____ _____ _____ _____ _____ _____	
Liability Waiver	
I understand that the only way I may be permitted to fly on this charter is if the air carrier gives me permission and collects airfare from me directly. By signing below, I hereby indemnify and save harmless the GNWT, the SSDEC, its officers, servants, employees and agents from any claims, demands, costs, losses, damages, expenses, actions, suites, or other proceedings by whomever made or prosecuted in any manner based upon or related to the activities of the SSDEC.	
_____ Applicant Signature	
_____ SSDEC Signature of Acknowledgment	_____ Date