

NEW SHOREHAM SCHOOL DISTRICT  
BLOCK ISLAND SCHOOL

The island nature of our community, to which travel by car is not possible, creates a unique travel situation requiring special and flexible policy and procedure. The island is accessible only by ferry or plane, both of which are relatively expensive, although unequally so. The two ferries and flights pose a balance of speed, comfort, and price. It is the policy of the New Shoreham School Department (Block Island School) to reimburse employees for travel in the most economical means possible that allows for the efficient and effective operation of the school and in recognition that it is important to support travel off the island to prevent professional isolation and develop communication and support structures for school employees.

1. Travel to and from the island shall be reimbursed to:
  - a. Part-time employees who are not residents on the island in recognition of the difficulty in securing island housing and the cost of travel;
  - b. Part and full-time employees who are island residents but need to participate in approved work activities off the island.
2. Travel to and from Block Island will be reimbursed at the most economical rate available, currently and most typically the traditional ferry.
3. Employees may choose means other than the traditional ferry for comfort or convenience, but shall be reimbursed at the most economical rate.
4. Employees may only be fully reimbursed for the hi-speed ferry when such is taken for necessary employment reasons. Examples of such may include: avoiding the cost of an overnight stay; to get to school at a specified time that is beyond their control and required by the school; or, when the traditional ferry schedule would result in an excessive loss of expected work time. Such exceptions are expected to be atypical and must be approved by the superintendent (unless an emergency, such as weather-cancelled traditional ferries, that could not be anticipated occurs). Any exceptions to use the hi-speed ferry that exceed 10 (ten) rides in a single year for one individual must be approved by the School Committee.
5. Travel by plane is to be exceedingly rare due to its high cost. All such requests must be approved by the superintendent (unless an emergency, such as weather-cancelled ferries, that could not be anticipated occurs) and any exceptions that exceed three (3) rides in a single year for one individual must be approved by the School Committee. Any contract language that includes plane travel must be specifically approved by the School Committee.
6. Travel by island residents to off-island sites should, if possible, avoid transporting a car on the ferry. Such must have advance approval from the superintendent. Alternatives to the high cost of car transport include:
  - a. Using public transportation
  - b. Seeking a ride from a mainlander
  - c. Renting an off-island car
  - d. Other options.

7. It is a short and healthy walk between the ferry landing and the school. It is expected that employees will typically walk. Taxi reimbursement may be provided in the limited circumstances of physical incapacity, harsh weather, or time exigency. Where transportation is needed it is recommended that an effort be made to secure a ride from our helpful and friendly school community.
8. Parking at the ferry will be reimbursed for part-time employees who do not reside on the island. Regular employees should access the DEM lot for continuous parking. Consequently monthly parking reimbursement is limited to one sixth the annual rate for a DEM permit (the DEM lot operates for six months per year).
9. Reimbursement for travel expense shall be provided with submission of appropriate documentation. No travel may be charged without specific written authorization in the form of a signed purchase order. Since the completion of a purchase order takes time, adequate planning for such circumstances is required.

This policy will apply to all employees and forms the typical basis of contracts with consultants. Exceptions shall be unusual and made on the basis of efficiency and effectiveness. The policy shall be provided to all employees upon employment and referenced in their annual contracts. The superintendent shall inform Interstate Navigation of the requirement for written authorization for all billed travel. This policy takes effect immediately. For employees or consultants who have contracts contrary to this policy, conflicting terms shall take effect with the subsequent contract unless the affected employee chooses to operate under its provisions in full immediately.

Adopted: 12/21/2009

*New Shoreham School District, Block Island School*