

Sitka Tribe of Alaska

Tribal Government for Sitka, Alaska

SITKA TRIBE OF ALASKA Boat Policy

I. PURPOSE

The purpose of this policy is to outline the policies and procedures that apply to boats owned by or used by the Sitka Tribe of Alaska (hereinafter Tribe or STA). As the Tribe's programs grow and change, new and used boats are being purchased with Tribal dollars. The purpose of this policy is to preserve the Tribe's investments in such boat purchases.

II. OWNERSHIP, RESPONSIBILITY AND ENFORCEMENT OF POLICY

- A. Boat(s) purchased with tribal dollars, whether compact or grant dollars, are owned by the Sitka Tribe of Alaska.
- B. It is the responsibility of the Department Director(s) in charge of the program purchasing any boat(s) to register, insure, maintain, store, and operate the boat(s) per the terms of this policy only. The Department Director is also responsible for securing the funds necessary to maintain the boat(s) and pay any associate costs.
- C. If this policy is violated, the Department Director and/or the employee violating this policy will be subject to appropriate disciplinary action, as contained in the Employee handbook, Part VI. The General Manager or his or her designee shall initiate such disciplinary actions.

III. INSURANCE

- A. The Department Director(s) or his or her designee in charge of any boat with a fair market value greater than \$5,000.00 is responsible to ensure that the boat owned by STA is insured for the activities for which it is used. The Department Director shall work with the Finance Director to obtain insurance for all STA boats.
- B. In the case that a boat is uninsured due to lapse of insurance or other circumstances, the Department Director responsible for the boat will store the boat(s) in such a manner that the uninsured boat(s) will not be damaged.

IV. USE

- A. STA boats may only be used for work-related activities. STA boats cannot be used for personal use. Work-related activities may include time taken on administrative leave for purposes of hunting and fishing if the employee wishing to use the boat has a leave slip pre-approved by the General Manager and their supervisor for such activity, and the Department Director in charge of the boat authorizes such use.
- B. STA boats may only be operated by employees who are authorized operators, as designated by the insurance policy held for each boat, or by the Department Director in charge of the boat.
- C. Boat operators must receive training on boating safety prior to using any STA boat. Furthermore, prior to each use of the boat, the operator must leave a float plan with the department director in charge of the boat or in the case of a department director operator, with the General Manager. The float plan must include intended destination, estimated times of departure and return, name and number of passengers on board and purpose of trip. Upon return, the boat operator must submit a trip report outlining the results of the trip.
- D. The boat operator shall hold all keys for STA boats docked in Sitka, and maintain a written log for usage of boats. If a boat can be operated without a key, the boat must still be signed out by the department director.
- E. The employee that signs out the key for the boat is responsible for all damages to the boat that are not covered by STA's boat insurance policy, not including any physical injury caused to passengers in the boat. Permission to use a boat in the future may be restricted if evidence is presented to the General Manager that the employee mis-used the boat.

V. MAINTENANCE AND SAFETY

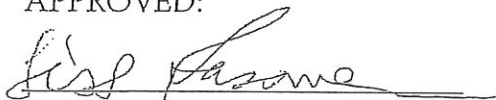
- A. The Department Director in charge of the boat in cooperation with the boat operator shall create a maintenance plan for each boat. Such maintenance plan shall include a schedule for daily, monthly and yearly maintenance of boats.
- B. The Department Director shall give an oral or written report at least once every year to the General Manager regarding the condition of all boats in their department.

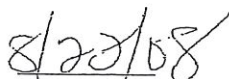
- C. The Department Director is responsible to ensure that all boats have the safety equipment required by United States Coast Guard regulations on board at all times when the boat is operated.

VI. SHARED BOATS

- A. In the event that a boat is purchased and used by more than one department, the Department Directors responsible for the shared boat must develop a written agreement regarding boat use, maintenance, and associated costs.
- B. The general manager shall receive a copy of interdepartmental agreement(s) regarding shared boats.

APPROVED:


Lisa Gassman, General Manager


Date