

CARTAGE ALLOWANCE – TEACHING AND SUPPORT STAFF

Background

A cartage allowance will be paid to itinerant teachers and/or support staff who need to transport material required for their job from one school or work site to another on a consistent basis. Employees who are in receipt of Travel Allowance are not automatically eligible and must meet the requirements set forth below in order to be eligible for Cartage Allowance.

Procedures

1. Criteria required to obtain a cartage allowance are as follows:
 - 1.1 Teachers/support staff must receive approval from their immediate supervisor or Principal;
 - 1.2 CTA employees must be designated as itinerant teachers by an Assistant Superintendent and/or Director of Learning Services;
 - 1.3 CUPE employees must be designated by a Manager of the Facilities department. Special Education Assistants and Youth Workers must be designated by the Director of Learning Services.
2. CTA
 - 2.1 materials being transported are for testing/assessment and/or diagnosis of students;
 - 2.2 materials being transported are used on a consistent and regular basis;
 - 2.3 materials being transported are for the day-to-day work of the itinerant teacher; they are not for workshops, conferences and/or in-service.
3. CUPE
 - 3.1 equipment/supplies being transported on a voluntary basis are required by the employee for two or more days per week.
4. Supervisors who have employees, who are eligible to receive this cartage allowance, are to complete and submit Form 407-1 form for payroll.

Reference: Section 65, 85, School Act
Form 407-1 Designated Driver's/Cartage Allowance

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