

**Atikokan Literacy Incorporated  
ADULT LEARNING CENTRE  
Learner Access and Referral  
Policy/Procedure**

**Transportation**

APPROVED BY: Atikokan Literacy Incorporated Board of Directors

DATE: October 17, 2012 (O)

DISTRIBUTION:

**Policy:**

Atikokan Literacy Incorporated provides reimbursement to assist individuals with transportation costs incurred to attend the program.

**Procedure:**

1. Funding support for transportation will be arranged as needed during the registration and intake process.
2. Participants having their own transportation will not be reimbursed.
3. Participants must be more than a 2km distance from the program before transportation is allowed. The Executive Director has the authority to waive this 2 km. requirement based on the needs of the learners.
4. Taxi routes are to be from home to the program and return only.
5. The learner will be responsible for fees as a result of non-compliance with the service. Learners are obligated to cancel Taxi when they will be absent from the program.
6. Abuse of this policy will terminate transportation privilege.