

	STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES		POLICY AND PROCEDURE NUMBER 04.04.030	PAGE 1 of 1
	Policy and Procedure		EFFECTIVE DATE May 1, 1993	
SUBJECT Employee/Passenger Relationships Aboard AMHS Vessels		SUPERSEDES		DATED
TITLE Alaska Marine Highway System	CHAPTER Personnel Administration	APPROVED BY <p style="text-align: center;">Signature on File</p>		

PURPOSE

To establish a policy regarding the crew/passenger relationship which builds and maintains the confidence of the traveling public.

POLICY

EMPLOYEES ARE NOT ALLOWED IN PASSENGER STATEROOMS FOR ANY REASON BESIDES THAT WHICH IS NECESSARY TO ACCOMPLISH THEIR ASSIGNED DUTIES. PASSENGER VEHICLES, TENTS, AND SLEEPING AREAS ARE LIKEWISE OFF LIMITS TO CREW MEMBERS. NO PASSENGER SHALL BE PERMITTED IN AN EMPLOYEE'S ROOM OR NAY SHIPBOARD WORK SPACE.

Passengers may be permitted in other shipboard work spaces, including the navigation bridge and engineering spaces, with approval from the Master and/or Chief Engineer for legitimate courtesy tours. It is policy of the Alaska Marine Highway System (AMHS) that the relationship between AMHS employees and passengers be on a professional level at all times. While employees are encouraged to be friendly and polite and to share information with passengers, the relationship between crew and passengers must at all times be beyond reproach. Violations of this policy will be grounds for discipline up to and including possible termination.

AUTHORITY

System Director Directive

IMPLEMENTATION RESPONSIBILITY

Port Captain, Port Engineer, Terminal & Ship Services Manager