## Package Transport Policy

## Package Transport Policy (To be published)

It is the Policy of the Company to transport packages both on and off the island as a service and convenience to our customers. Customers requesting package transport by ferry boat or bus will be responsible for assuring proper packaging of contents and labeling for delivery, as well as making arrangements for delivery or pickup. All packages transported by the Company shall be carried at the customer's risk, and the Company shall have no liability for lost or damaged packages or their contents. Normal freight fees will apply.

## To be added to the Employee Handbook (personnel manual)

Company employees acting within the scope of their employment and acting in compliance with the Package Transport Policy shall have no liability or responsibility for packages carried for the benefit of customers by the Company.

Adopted by CTC Board 9/19/2013