

ARTICLE 24 TRANSPORTATION

Section 1 – Route Boards

All lots must have a route board that is kept current with the bus number, driver's name, route number, school served, AM and PM leave time, return time and total hours of the route.

Section 2 – Route Bidding

A. Newly Created and Open Routes:

1. Bus Drivers and Bus Assistants who meet the qualifications to drive or assist a bus for the Board shall be eligible to bid on and drive or assist any route. Award of all regular routes shall be based on seniority.

2. Normally, all newly created and open routes including mid-day and after school routes shall be posted within three (3) workdays in all bus compounds for bid for at least six (6) workdays. Bus Drivers and Bus Assistants shall bid on these openings by signing the bid sheet on or before the closing date listed on the posting. Routes shall be assigned to the bidding Bus Driver or Bus Assistant with the most Countywide seniority.

3. All route postings shall include the designated bus compound, total daily hours, the schools served and the starting and ending times of the route.

4. The successful bidder shall be notified of his or her selection, and be put in that position within three (3) workdays after the posting. Further, the successful bidder has six (6) workdays, or until the route has been filled, of driving or monitoring the route to accept or reject the route.

B. Re-bid:

If, from the end of an academic year to the start of the next academic year or at any time during a school year more than 50% of the route times change at a specific bus lot, all routes at that lot shall normally be re-bid within ten (10) working days. Bus Driver and Bus Assistant pay will be adjusted either downwards or upwards based on the route received.

Section 3 – Field Trips

A. All lots must have a field trip board that is provided by transportation and kept current with the names of Bus Drivers/Bus Assistant IIs taking field trips and trips noted for each day. Bus Driver and Bus Assistant II names will be listed by lot seniority. The symbols used on the boards posted at the bus lots shall be:

E = Emergency trip (no more than 24 hours notification)

R = Refused trip

C = Canceled trip

E = Emergency trip is a trip that gives the driver no more than 24 hours notification. Under normal circumstances, after utilizing the Field Trip Board with an all call, the Lead may solicit a county-wide volunteer if the all call does not secure a driver.

R= Refused trip is a trip that is offered to a driver that doesn't interfere with the driver's route time, cause the driver to go into overtime or is an Emergency trip that the driver refuses. Refused trip will be noted as R = date. If the driver accepts the trip and then refuses it, it will be charged as a trip against the driver.

C= Canceled trip is a trip canceled by the school and is noted as C = date. The driver of a Canceled trip remains at the top of the field trip list for the next available trip.

B. All Bus Drivers or Bus Assistant IIs shall sign a form to indicate whether he or she chooses or does not choose to take field trips. All Bus Drivers/bus Assistant IIs shall sign up at their assigned bus lots. If a Bus Driver/Bus Assistant II changes bus lots, he or she must sign a new form at the newly assigned bus lot. It is the bus driver's/Bus Assistant II's responsibility to follow this procedure. Lead Drivers will have the form available.

C. Any Bus Driver/Bus Assistant II who elects to change his or her field trip status must sign a form indicating the change.

D. Each driver shall document his weekly hours. No driver shall exceed 40 hours of work per workweek without approval from the route manager.

E. A field trip will be assigned a maximum of two (2) weeks before trip date.

F. Field trips are assigned in the order they are received at the Transportation Department. Trip requests do not arrive at the Transportation Department in any date order.

G. Once a trip is posted, it is the driver's responsibility to accept or refuse the trip within 48 hours. If no response has been given, within that time period, the trip will be reissued to the next driver in line and counted as an R (refusal.)

H. Bus Drivers shall not swap trips with other drivers under any circumstances.

I. Trips of short duration that require a driver to either drop-off or pick-up students and that are less than the minimum of 1 $\frac{3}{4}$ of an hour in length including pre-trip clean-

up shall not be counted as a field trip for that driver. Drivers shall be paid 1 ¾ hours at the driver's current hourly rate for such trips. Four (4) such trips in one month's time shall be equal one (1) trip for that driver. These trips shall be assigned as in K below.

J. In the event a driver refuses a trip, the trip assignment sheet must be returned to the Lead Driver as soon as possible.

K. Field Trip Distribution – The Transportation Department shall assign field trip hours among employees as equitably as is practical. In the absence of an emergency, field trips shall be offered in order, beginning with the employee at the top of the field trip list. The offer of a field trip shall proceed to the next person on that list and so on. Refusal, of an offered field trip offered shall be considered as a field trip worked and that employee shall not be offered another field trip until (s)he is due in the rotation again. Under no circumstances shall a driver be paid for a refused field trip.

L. In the event a driver refuses three (3) trips that result in an E (emergency trip,) the driver will be removed from the field trip list for a period of one (1) month.

M. An employee that is not on the appropriate field trip list shall not be offered a field trip unless an attempt to contact all employees on that list has been made and all contacted have refused.

N. A list of all field trips including trips offered, refused and accepted shall be posted at each facility and kept current.

O. Bus Drivers shall be paid at their regular rate of pay per day for fifteen (15) minutes in addition to payment for the field trip. The fifteen (15) minutes shall include five (5) minutes for a pre-trip inspection of the bus and ten (10) minutes at the conclusion of the field trip for bus cleaning (including sweeping, dusting, picking up of litter and cleaning front windshield and back windows). Buses shall be cleaned at the end of the field trip at either the bus lot or the school. IN the event the driver needs extra time to clean a bus, the need shall be pointed out to the person in charge of the field trip at the conclusion of the trip. The driver and the person in charge of the field trip will agree on the extra amount of time needed. The person in charge of the field trip shall document the extra time on the required field trip report sheet and sign the sheet. The extra clean up time shall be added to the driver's pay and calculated at the driver's regular rate of pay per day.

P. Bus Drivers and Bus Assistants shall be paid at their regular rate of pay per day from the time they leave the bus lot at the beginning of the trip until the time the bus is parked and secured at the conclusion of the trip. This amounts to lot-to-lot payment.

Q. Bus Drivers on field trips shall not be required to chaperone at any time. However, any driver on a field trip shall be available for an emergency and must remain in a designated area.

Section 4 – Canceled Trips

- A. In the event a field trip that requires more than one driver and bus has to be cut, the driver with the least seniority will be cut first unless any driver on the trip volunteers for the cut. The driver who is cut will be paid $1\frac{3}{4}$ hours at the driver's current hourly rate and be noted as C = date.
- B. If a field trip is canceled on a non-work day with less than twenty-four (24) hours notice and it is not due to a situation beyond the control of the school, the driver shall be paid $\frac{1}{2}$ the trip time, but not less than four (4) hours pay. In the event of a situation beyond the control of the school, the driver will receive one and three-quarter ($1\frac{3}{4}$) hours at their regular rate of pay.
- C. If a field trip is canceled with less than two (2) hours notice on a regular work day, bus drivers and bus assistants shall be paid one and three-quarter ($1\frac{3}{4}$) hours at their regular rate of pay.

Section 5 – Bus Safety

- A. No bus driver will be forced to load a bus beyond capacity except in an emergency.
- B. Bus Assistants shall not be pulled except in case of an emergency.

Section 6 – Summer Work

- A. Bus Drivers will bid by seniority to drive summer routes.
- B. Bus Assistants will bid by seniority to aide/assist on summer ISE routes. In those instances where there are not enough bus assistants available to fill summer routes, the positions will be offered to bus drivers with the condition that those drivers complete a bus attendant training program at the expense of the district prior to the beginning of the summer program.
- C. When summer work other than driving is available to lead drivers, they will not be put on the bidding list.
- D. Lead Drivers will be offered 6 weeks of summer work.
- E. Bus Drivers will be paid their hourly rate for the amount of time spent driving a dry run. Drivers will be paid a minimum of two (2) hours for a dry run.

Section 7 – Workday

- A. Bus Drivers shall be guaranteed a minimum 4.5 hour workday to include a sixty (60) minute clean-up time and current paper work.

B. Normally, all work will be offered to drivers and monitors countywide before substitutes are called, except in cases of emergency.

C. The following tasks shall not be considered part of a Bus Driver's normal workday:

1. Bus cleaning beyond sweeping, dusting, picking up of litter and cleaning windows.
2. Meetings approved by any district administrators and/or route managers with students, parents and/or other district administrators that occur after the end of the employee's work shift.
3. Reviewing and delivering bus video tapes /DVDs to schools and departments as requested by principals and other district administrators and/or route managers.
4. Waiting with a mechanically failed bus.
5. Fueling.

When performing these tasks, Bus Drivers shall be paid in quarter-hour increments beyond their regular workday.

D. Additional hours worked such as extra duty, mandatory meetings, field trips, etc. will be paid per Article 10, Section 5 (Overtime). The Transportation Annual Inservice will be paid in the first regular payroll cycle following the workshop, provided the workshop date is five (5) working days prior to the payroll data entry cutoff.

E. Bus Drivers/Monitors are entitled to break periods as bus schedules permit in Article 22, Section B.

Section 8 – Bus Assignment

A. Effective 2016-17 School Year, the placement of new school buses will be assigned using the following procedure:

1. Placement of buses will be done at the start of the new school year or when new buses are placed into service. The district will assign new buses to lots.
2. For three (3) consecutive years all new buses will be assigned from the top in order by the lot seniority list.

3. At the beginning of the fourth (4th) year, this process will begin again.
 4. Buses purchased by IDEA will be assigned as requested by the ESE Department.
- B. All other buses shall be assigned each year by lot seniority with newer buses being given to the senior drivers that choose to be in the rotation.
- C. If a bus becomes available during the school year due to an employee's termination from employment, it will be reassigned according to Lot seniority.
- D. When employees change routes, they shall keep their assigned bus except when changing lots, in cases of changing from an ESE handicap route to a regular route or vice-versa or when a student count requires a certain size bus.
- E. ESE buses shall follow the same seniority order, except when special accommodations to meet student needs are necessary.
- F. When necessary, a bus may be reassigned due to load capacity and/or financial reasons.

Section 9 – Lead Drivers

Lead Driver Liaisons shall be guaranteed an eight (8) hour workday.

Section 10 – Overtime

- A. The Transportation shall maintain two lists consisting of the Lot Field Trip list and the Regular Route list listing drivers by seniority.
- B. Overtime pertaining to field trips shall be awarded to the qualified Lot employee who has the least amount of overtime hours and is on the Field Trip list.
- C. Any other overtime shall be awarded to the qualified Lot employee who has the least amount of overtime hours and is a regular route driver.

Section 11-Fueling Attendants

- A. **The bus lot fueling attendant and substitute fueling attendant positions are strictly supplemental positions that are not part of any regular salaried**

position. The supplement will be \$18.00 per bus per month. Substitute fueling attendants are paid the same daily rate as the regular fuel attendant using the appropriate calculation.

- B. Employees who bid on the supplement must demonstrate required, practical job duties before selecting the successful applicant(s). The successful applicant(s) will be selected from all qualified applicants based on prior fueling experience and seniority. The successful applicant must be able to climb, bend, stoop, reach, crawl, and endure all types of weather changes. All work is done outdoors.
- C. For any bus lot with forty (40) buses, the more senior attendant gets thirty (30) buses, and the attendant with less seniority gets ten (10). All additional buses assigned to the bus lot will go to the attendant with less seniority every other bus; when each attendant reaches thirty-five (35), a new fueling attendant will be hired (based on seniority and skills) to fuel the remaining ten (10). Both parties intend that no fueling attendant will be assigned more than thirty (30) buses.
- D. Buses will be assigned to attendants based on the route number/ bus number they are responsible for.

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