

**ARTICLE 13: TRANSPORTATION**

13.100 The provisions of Article 13: Transportation shall only apply to unit members assigned to the Transportation Department as Bus Drivers. All other provisions of the Collective Bargaining Agreement also apply to Bus Drivers unless addressed and modified in this Article.

13.110 **Assignment of Bus Drivers**

- a) School bus stops shall be assigned by the Superintendent or designee.
- b) Approved bus stops will be coordinated into routes by the Transportation Department routing/scheduling staff and those routes shall be assigned to buses by the Transportation Director or designee.
- c) Prior to the beginning of each school year, and summer session, each regular bus driver in active status will have an opportunity to review bus routes and schedules and designate his/her preference of assignment.
- d) Bus/route assignments will be made by the Transportation Director or designee based on the following criteria, which shall not be applied arbitrarily, capriciously or discriminatorily: driver preference, driver qualifications, driver proficiency, care of equipment, safety record and past work performance. If all relevant criteria from the above list are equal, District seniority as a bus driver shall be the determining factor.
- e) The Transportation Director or designee may reassign bus drivers, buses or routes during the year to accommodate pupil loads, scheduling changes, pupil management issues, time factors or safety conditions, if appropriate and necessary. Driver preference and seniority shall be considered to the extent operationally possible.
- f) Drivers may be assigned additional students and/or runs including, but not limited to, Kindergarten runs and therapy runs based upon the criteria listed in Section (d) above plus the determination made by a District router/scheduler that the assignment is efficient in reference to the time and mileage added to the route. Every effort will be made to equalize assigned home to school hours among the regular work force and to avoid overtime. Additionally, students and/or runs may be removed from a driver's schedule, if it puts them into overtime.
- g) Drivers may be temporarily assigned additional runs, due to: absenteeism, accidents, vehicle breakdown or safety conditions, emergencies, etc.

13.200 **Hours**

13.210 Bus drivers (except Regular Relief and Field/Sport/Activity Trip Drivers) are guaranteed 6 hours per day and required to work those hours. Any additional work available and assigned will increase the number of hours bus drivers affected will be able to work.

13.220 The Transportation Director or designee may employ one or more Relief Driver(s), and/or Field/Sport/Activity Trip Drivers. Such driver(s) is/are a regular district employee(s) with bargaining unit status, familiar with district bus routes, and utilized as floater(s). Relief driver(s) and/or field/sport/activity trip drivers are to be proficient in buses to which they are assigned. The relief driver and/or field/sport/activity trip driver may also be required to perform other duties assigned by the Transportation Director or

designee. The Transportation Director or designee shall make every effort to minimize the need of substitutes.

13.230 Bus drivers shall be compensated for a minimum of two (2) hours for the initial run (commonly referred to as the “take”) and two (2) hours for the return run (commonly referred to as the “return”) when an assignment has a clock-on time of 6:00 PM or later (this could include multiple trips within any assigned two or more hour period). There shall be no compensation for standby time unless assigned as a paid “remain.”

13.240 Bus drivers shall be compensated for a minimum of four (4) hours for the initial run (commonly referred to as the “take”) and four (4) hours for the return run (commonly referred to as the “return”) for “Grad Night” assignments with destinations more than 40 miles from the originating school. Bus drivers assigned to a Grad Night run may use available personal necessity leave in lieu of accepting an A.M. route or performing related duties on the following morning.

### 13.300 **Safety and Training**

13.310 The District may provide in-service trainings in order to ensure that drivers are updated on the most current safety standards and laws.

13.320 During the last training period of certificate validity, the District shall provide ten (10) hours of mandatory classroom instruction for bus drivers. Bus drivers may request the District provided ten (10) hours of mandatory classroom instruction be scheduled four (4) months prior to the expiration date of the employee’s driving certificate.