

Article 21 - Transportation**A. Certification**

Only bus drivers holding the Oregon School Bus Driver's certificate (issued by the Oregon State Department of Education) may drive school buses as specified in ORS 485.010d and amended by ORS 485.030.

It will be the intent of the district to utilize bus drivers on longer trips in the operation of school buses, and on occasion, other vehicles.

B. Average Hour Guidelines

In lieu of using a time clock the following guidelines will be used to calculate average hours for all bus drivers:

1. AM start time is leave time printed on the route sheet plus 15 minutes for pretrip.
2. AM end time is the time printed on the route sheet to drop at last school, plus 5 minutes to unload, predetermined travel time between school and bus lot, and 2 minutes to park.
3. PM start time is 5 minutes before school scheduled dismissal time, plus 5 minutes to pretrip, 3 minutes to leave bus lot and predetermined travel time between school and bus lot.
4. PM end time is the printed end time on the route sheet plus 5 minute post trip.
5. Average AM/PM time for cover drivers will be determined by adding all AM/PM average hours determined for assigned route drivers (Article 21 B. 1-4) and dividing by the number of assigned route drivers.
6. Middays are determined the same as AM or PM. Pretrip and post trip time is not included.
7. 20 minutes is added to misc. time for sweeping, fueling, paperwork and notes from the office.
8. If your route has 15 minutes or more layover time then only 5 minutes is added for notes.
9. EDO times begin at the end of the PM route (unless there is more than an hour layover) and end at the time printed on the EDO route, plus 5 minutes post trip.
10. All shuttles routes and extra regularly scheduled work is included in misc. time.
11. Time for assignments less than 5 days per week will be totaled and divided by 5 to determine the daily average.
12. Extra time (covering midday, trip, meeting, etc.) needs to be tracked and turned in to a Supervisor for approval and then to Transportation payroll.
13. Drivers covering routes will track the actual time worked, but need to be close to the average hours for the assignment unless a reason for additional time is noted.

- h. After Transportation Dept. needs are met (creating all routes with a minimum of three hours), remaining route “add-ons” (i.e., shuttles for Math, Builders, RLA, Tag, Bowlers, Swimmers, etc) that can be added on to the AM or PM route, will be posted. Add-ons will be awarded by seniority providing the add-on doesn’t add more time than the assignment. If an AM/PM route is posted that includes add-on(s). the add-on(s) will be posted separately, unless the removal of the add-on(s) drops the route below four hours. In that case, the add-on(s) will remain with that route or be awarded to the most senior driver with a route below four hours that will gain benefits with the addition of the add-on(s). The add-on(s) must fit with the route without adding more time than the assignment.

2. Extra Driving Assignments

Extra bus assignments are defined as athletic trips, and field trips that are requested by the schools specifying the date in need.

3. Assignment of Extra Trips

- a. All regular drivers will be given the opportunity to sign up for extra trips, with the understanding that drivers not on the sign-up list may be required to accept such assignments based on district needs.
- b. Drivers who sign-up for trips must be available for all extra trips beyond their regularly assigned routes.
- c. A driver may not select specific dates or situations.
- d. Extra driving assignments to mid-day and/or kindergarten drivers will normally be limited to evenings and weekends only. However, the district will make exceptions as appropriate.
- e. A driver may give preferences for refusing certain trips or certain days, but district needs (i. e. an unavailability of other drivers) may take precedence.
- f. The transportation supervisor will take into consideration the average hours the driver works per week when assigning trips. Hours will be distributed based on district need(s), driver training/ability, student safety, availability of drivers, and impact on other driving assignments. There shall be an attempt made to balance the distribution of trip assignments.
- g. A bus driver shall be paid a minimum of two (2) hours at the regular hourly rate (except as provided in Article 8.K) for all runs not attached to a normal workday.