

TALD *OS 11-6-14*
Revised

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.

C. **Overtime**

The District shall pay overtime at one and one-half (1 1/2) times the regular rate when bus drivers work more than ~~ten (10) hours~~ twelve (12) hours a day-or forty (40) hours have been worked-within the work week which shall commence at 12:01 A.M., Sunday.

Drivers with a second job in the district (outside of transportation), who do not have the flexibility of modifying their work schedule, shall have trip assignments made in a manner that minimizes overtime.

Drivers who work only in transportation shall give up part of their regular schedule in order to take trips, so that overtime hours are minimized.

D. **Assignment Guidelines**

The following shall be considered as guidelines for driving assignments in the transportation department:

1. Regular Bus routes/Mid-Day Routes

- a. Regular Bus Routes/Mid-day Routes Regular routes are defined as all AM and PM bus routes necessary to get students from home to school and school to home.
- b. Mid-day routes are those routes not specifically connected to either the AM or PM route, and named so accordingly on the transportation matrix.
- c. Regular routes shall be considered "vacant" when the driver who originally bid on the route is no longer available to drive that route (provided the driver is not on approved leave).
- d. All "newly created" routes shall also be considered "vacant."
- e. Vacant routes and add-ons will be posted for five (5) working days, unless student needs warrant fewer days.
- f. All drivers who had a Mid-day the previous year will be given preference over those who did not.
- g. Drivers having one (1) hour or less between routes/trips shall be in paid status. If a driver is on the clock continuously for 4.75 hrs and has thirty (30) minutes of uninterrupted time, thirty (30) minutes will be deducted for lunch. Layover time exceeding one (1) hour shall be out of service, unpaid. This standard applies to the regular/customary work day.
- 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.

h. Drivers who show up for a scheduled trip that has been canceled without notification to the driver will be entitled to the scheduled trip time up to two (2) hours pay at their regular hourly rate. Trips referenced in Article 21 D.4.g., will receive a minimum of two (2) hours.

4. Calendar for Trips

An extra trip calendar will be located in the drivers' lounge to be utilized by the trip drivers. Drivers may request temporary removal from the extra driving assignments for a particular period of time, for a specific approved reason (e. g. medical appointments, classes, etc.). These requests shall be considered on a case-by-case basis by the transportation supervisor.

5. Missed Trips

If a driver fails to show up for a trip or does not accept a trip without a valid excuse, (as determined by the transportation supervisor) the consequences shall be a verbal warning, with documentation, for the first incident. The second incident may result in removal from the trip list for up to one month.

E. Summer Routes

1. All drivers will be given the opportunity to apply for summer routes. All drivers interested in driving summer routes will notify the transportation supervisor in writing by May 15.

2. A driver must be able to drive his/her regular assigned summer route at from the start date to the ending date, unless time off has been approved by a Supervisor.

3. Summer route drivers will be selected based first on a District review of assignment needs. If no specific District need is identified, the selection will be based on seniority.