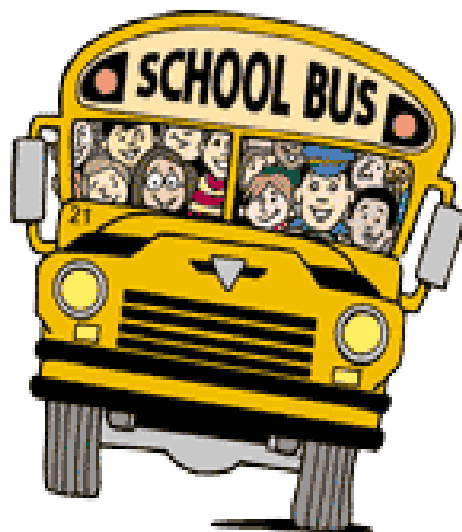


Saranac Community Schools

Transportation Department & Board of Education Agreement



Effective November 17th, 2019

ARTICLE 1

STANDARDS FOR SCHOOL BUS DRIVERS

PHYSICAL EXAMINATIONS/COMMERCIAL DRIVER'S LICENSE/CRIMINAL HISTORY CHECK

- A. The Board of Education will pay up to \$50 for a bus driver's physical examination to any doctor selected by the driver. Physicals every year as required by CDL regulations.
- B. The Board will pay the cost of a commercial driver's license and required endorsements.
- C. Each driver applicant shall be physically examined before transporting any pupils.
- D. Each driver applicant shall comply with the State required Criminal History Check.

COMPETENCY

Drivers shall pass all driver competency tests provided by the State of Michigan. See Chapter XIX, School Bus Driver Requirements.

AGE

School bus drivers should have mature judgment and be at least 21 years of age.

EXPERIENCE

A driver should have at least five years experience in driving automobiles, or experience in driving large trucks or buses, and a record as a driver, which is free from chargeable accidents or numerous traffic law violations. Michigan's Secretary of State provides information on employee or applicant driver's records.

TRAINING

All new school bus drivers must receive adequate instruction and training in basic duties connected with school bus driving. All drivers require behind the wheel instruction under the direction of their superiors. (Also see Chapter XIV, Michigan's Mandatory School Bus Driver Safety Education Programs.)

Additional Bus Driver Information

- A. Arrive 15 minutes prior to departure to check bus.
- B. Leave on time.
- C. You are responsible for keeping the inside of the bus windows clean.
- D. If you need a substitute, please call the transportation supervisor.
- E. Drivers will maintain a safe and legal rate of speed at all times.
- F. NO SMOKING
- G. No student on the bus without the driver.
- H. Students will not be discharged from the bus until the approved time.
- I. Driver plus one can ride on field trips if room permits. If the driver has a problem, discuss it with the transportation director.
- J. On normally scheduled routes, no eating or drinking will be allowed.

ARTICLE 2

WAGES, HOURS & WORKING CONDITIONS

A. WAGES

1. Regular routes are calculated on one hour and 15 minute trips in the a.m. one hour and 30 minute trips in the p.m. \$19.56/hr.
 - o Special education routes, pro-rated on time of run.
 - o Vocational education routes, pro-rated on time of run.
 - o Swimming - same as field trip.
2. Probationary drivers - \$18.53/hr. After 90 hours, a driver will be placed on regular rate.
3. In-service - \$19.56/hr., except for the time period for training new drivers which will pay at the rate of \$9.65 per hour.
4. Extra Trips
 - a. Paid at rate - minimum \$39.90 for the first 3 hours, \$9.89 per hour thereafter.
 - b. Extra trips will be assigned by the transportation director from those drivers who have requested to drive extra trips with the exception of drivers working at another 40 hour position with Saranac Community Schools or a combined driving and non-driving assignment totaling 40 hours with Saranac Community Schools.
 - c. In the event of an emergency, which is defined as less than one-hour notification of a driver vacancy prior to the start of a trip, the first available driver will be assigned the route at the discretion of the transportation director.
5. Wages Paid
 - a. Actual trips worked.
 - b. When a sick leave is taken and available.
 - c. For approved personal time.
 - d. Bi-weekly, two weeks behind.
6. Drivers will receive their regular rate of pay per run for snow days providing they are not required to be made up by law.
7. Drivers will receive their regular rate of pay for each run for the following holidays once they have attained the appropriate number of years of service with Saranac Community Schools:
 - After 1 year - Labor Day, Thanksgiving, Christmas, New Year's Eve Day and New Year's Day
 - After 2 years - Labor Day, Thanksgiving, Christmas, New Year's Eve Day, New Year's Day and Good Friday
 - After 3 years - Labor Day, Thanksgiving, Day After Thanksgiving, Christmas Eve Day, Christmas, New Year's Eve Day, New Year's Day, Good Friday and Memorial Day
8. Drivers must work the scheduled workday before and after the holiday or be on an approved leave to earn the holiday pay. Compensation for that day will be at the driver's normal rate of pay as defined above.
9. For drivers not receiving a life insurance benefit as a result of other employment, the Board will provide a \$10,000 life insurance policy.

B. LEAVE DAYS

1. Sick Leave

- a. Drivers will earn one (1) sick leave day per month worked, nine (9) days per year.

- b. A sick leave granted will be the same number of hours per day as normally worked.
- c. Sick leave days are provided for:

- personal illness, injury, and/or disability, and medical or dental appointments that cannot be scheduled at any other time.

- immediate family illness, injury, and/or disability or medical or dental appointments that cannot be scheduled at any other time, not to exceed five (5) days per year, except with the approval of the Superintendent. Immediate family is defined as spouse, parent, child, step-child, step-parent.

- death in the immediate family (immediate family in this instance is defined in 3.c. (below)); sick leave can be used if the three (3) days per year provided in 3.c. have been exhausted.

- d. To qualify for sick leave, the employee must notify their supervisor at least one hour before the employee's assigned work time, and state where they will be located, except in cases of emergency.

2. Personal Time

- a. Each employee will be allowed three (3) personal leave days per year.
- b. Such personal leave days shall be accumulative as sick days and shall be subject to the following provisions:
 - Arrangements for said leave shall be made at least twenty four (24) hours in advance with the transportation director, on the proper form.
 - Matters of an emergency nature shall be allowable upon advance notice to the supervisor.

3. Leave of Absence, with pay

- a. Appearance in court for jury duty, or school related matters, provided the employee shall remit to the Board all monies received for such services, minus reimbursed expenses.
- b. An employee who is injured on the job will receive the difference in his/her regular pay and Worker's Compensation income, in lieu of sick leave payment.
- c. Up to three (3) days per incident shall be allowed for death in the immediate family. Immediate family is defined as spouse, child, step-child, sibling, step-sibling, spouse's siblings, parent or step-parent, spouse's parent or step-parent, grandparents or step-grandparents, spouse's grandparents or step-grandparents, grandchildren or step-grandchildren.

4. Leave of Absence, without pay

- a. Parental leave shall be granted up to two years, commencing at a date decided by the Superintendent, based upon consultation with the employee and his/her doctor.
- b. Illness beyond the period compensated by sick leave days shall be granted for such time as is necessary for a complete recovery, but not to exceed two years. A doctor's approval to return to work will be submitted before the employee may return to work.

C. WORKING HOURS

Starting time will be 15 minutes before the time required to run.

D. ROUTES

- 1. The bus drivers may drive their routes before school starts in the fall, and make recommendations to the transportation director as to the route and stops.
- 2. Changes to established routes and stops may be requested to the transportation director.
- 3. Any time a driver is going to be off his/her route for a period of six weeks or more, his/her route will be put up for bid, according to seniority, with a one-week posting period. The route will revert to the original driver upon his/her return to work.
- 4. All final decisions will be made by the transportation director.

E. SENIORITY

1. Seniority shall be figured from the time of the last continuous year of service.
2. Drivers may request a different route assignment during the first two weeks of the school year. Seniority will be the prime consideration. A maximum of two additional weeks will be available for secondary bumping.

F. BUS DRIVER DISCIPLINE

1. The first violation of any policy or rule by a bus driver will be an oral warning by the transportation director, and entered in a logbook.
2. The second violation of any policy or rule by a bus driver will be a written warning by the transportation director.
3. The third violation of any policy or rule by a bus driver will be a suspension from work, followed by an investigation by the Superintendent.
4. The Superintendent will file a recommendation for action to be taken to the Board of Education.

G. USE OF FACILITIES

1. A bus driver room or space will be assigned by the Superintendent.
2. Bus drivers may request a classroom for after-school meetings. The building principal will make the room assignment.
3. Access to restrooms after school hours will be available through the supervisor.
4. Tobacco use is banned from all public school grounds and buildings at all times.

ATTACHMENT A

HOURLY WAGES

Bus Drivers As of 11/17/19

Bus Driver Hourly Rate	\$19.56
Bus Driver Probationary Rate	\$18.53
Bus Driver Extra Trips – 1 st 3 hours	\$39.90
Bus Driver Extra Trips – hourly after 3 hrs.	\$9.89
Transportation In-service	\$19.56
New Driver Training	\$9.65

Bus Aides

Step 1	\$12.07
Step 2	\$12.70
Step 3	\$13.36
Step 4	\$13.98
Step 5	\$14.69

ATTACHMENT B


Seniority List


12/01/88	1	Rolfe, Craig
02/22/99	2	Callihan, Liz
08/20/03	3	Hanacek, Sheila
11/09/05	4	Updyke, Gregg
09/07/10	5	White, Tom
09/27/10	6	Silvernail, Lori

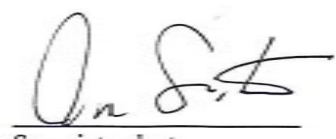
Bus Aides

9/17/09	1	Greiner, Cheryl
10/19/10	2	*Newell, Ann (Off FY: 11/12; Recalled 10/30/12)

Minimum wage as of 1/1/20 is \$9.65 per hour


Driver Rep
11-15-19


Driver Rep
11-15-19


Superintendent