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AGREEMENT

between the

**SPRINGPORT PUBLIC SCHOOLS
BOARD OF EDUCATION**

and the

**INTERNATIONAL UNION OF OPERATING ENGINEERS
LOCAL 547 - A, B, C, E, G, H, P - AFL-CIO**

**Bus Drivers & Bus Mechanics
Bargaining Unit**

JULY 1, 2006 - JUNE 30, 2009

ARTICLE XIII	8
BUS ROUTES	8
Regular and Substitute Bus Runs	8
New Bus Runs	9
Dropping a Bus Route	9
Changing a Bus Route	9
Discontinued Runs	9
ARTICLE XIV	10
DISCIPLINE/DISCHARGE	10
ARTICLE XV	10
LEAVES OF ABSENCE	10
Paid Leaves	10
Sick Leave	10
Funeral Leave	11
Personal Business Leave	12
Vacation	12
Unpaid Leaves	12
ARTICLE XVI	14
HOLIDAYS	14
ARTICLE XVII	15
GRIEVANCE PROCEDURE	15
Definitions	15
Step One	16
Step Two	16
Step Three	16
Step Four	16
ARTICLE XVIII	17
WORK HOURS AND ASSIGNMENTS	17
Regular and Utility Drivers	17
Reporting Pay	18
Assignment of Regular Bus Runs	18
Distribution of Extra Bus Trips	19
Breakdown Time	20
Substitution	20
Full-Time Bus Mechanics	20
ARTICLE XIX	21
DRIVER LICENSING	21
ARTICLE XX	21
PHYSICAL EXAMINATION	21

ARTICLE I

PURPOSE

It is the purpose of this Agreement to promote and insure harmonious relations, cooperation and understanding between the Board and the employees covered hereby, to ensure true collective bargaining, and to establish standards of wages, hours, working conditions, and other conditions of employment.

ARTICLE II

UNION RECOGNITION, UNION SECURITY, CHECK-OFF

Section 1. Union Recognition

(a) The Board hereby recognizes the Union as the sole and exclusive collective bargaining agent of the employees covered by this Agreement for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment, and other conditions of employment.

(b) The term "**employee**", as used herein, shall include all regular and utility Bus Drivers and Bus Mechanics, but excluding substitutes, on-call employees, supervisors, and all other employees of the Board.

(c) All references herein to the male pronoun shall include both male and female employees.

Section 2. Union Security

(a) Membership in the Union is not compulsory. Employees have the right to join or not join the Union, maintain or drop their membership in the Union as they see fit. Neither party shall exert any pressure on, or discriminate against, any employee as regards such matters.

(b) Membership in the Union is separate and distinct from the assumption by an employee of his equal obligation to compensate the Union for the benefits he receives from representation. The Union is required under this Agreement to represent all of the employees in the bargaining unit fairly and equally, without regard as to whether or not any employee is a member of the Union. The terms of this Agreement have been equally made for all of the employees in the bargaining unit, and not solely for the benefit of the members of the Union. Accordingly, it is agreed that it is fair that each employee in the bargaining unit pay equally for benefits received, and assume his/her fair share of the costs of negotiating this Agreement.

Section 3. Check-Off

(a) The Board shall deduct the initiation fee and Union fee dues from each employee's pay, and transmit the total deductions to the Financial Secretary of the Union on or before the fifteenth (15th) day of each month, following that month during which said deductions were made, together with a listing of each employee, with the amount that is deducted each month. Provided, however, that the Union shall have submitted to the Board an authorization card signed by the employee from whose pay said deductions are to be made.

(b) Such dues, as and when deducted, shall be kept separate from the district's general funds, shall be deemed trust funds, and shall be forwarded to the Union forthwith.

ARTICLE III

NON-DISCRIMINATION

The Board and the Union both recognize their responsibilities under Federal, State and local laws pertaining to Civil Rights. Accordingly, both parties reaffirm by this Agreement the commitment not to unlawfully discriminate against any person or persons on account of race, creed, color, religion, sex, age, national origin, marital status, or disability. Any alleged discrimination may be processed as a grievance through the steps, up to and including the Board level, but shall not be subject to arbitration. This Article shall not negate the employees' rights as provided in the Civil Rights Act.

ARTICLE IV

RIGHTS OF THE BOARD OF EDUCATION

(a) It is expressly agreed that all rights which ordinarily vest in, and have been exercised by the Board, except those which are clearly and expressly relinquished by the Board, shall continue to vest exclusively in, and be exercised exclusively by the Board, without prior negotiations with the Union as to the taking of action under such rights, or with respect to the consequence of such action during the term of this Agreement. Such rights shall include, by way of illustration and not by way of limitation, subject to the express provisions of this Agreement, the right to:

1. Manage and control its business, its equipment, and its operation, and to direct the working forces and affairs of the school district.

ARTICLE V

VISITATION

Between the hours of 8:00 a.m. and 5:00 p.m., authorized Representatives of the Union may, upon checking in with the supervisor or Superintendent, enter the school district buildings for the purpose of transacting official Union business during the school day. It is expressly understood that a Union Representative shall not, during the course of his visit, interrupt or interfere in any way with normal operations, or cause an employee to absent himself from his work station without proper authorization from the supervisor or Superintendent. A Union Representative in violation of this clause may be barred from further access to the buildings, and any employee in violation may be subject to disciplinary action.

ARTICLE VI

STEWARDS

(a) The employees shall be represented by a Chief Steward, who shall be chosen or selected in a manner determined by the employees and the Union.

(b) Arrangements may be made to allow the Chief Steward time off with pay for the purposes of investigating grievances, and to attend grievance and negotiating meetings, if arrangements have been made with his supervisor.

(c) During his term of office, the Chief Steward shall be deemed to head the seniority list for the purposes of lay-off and recall only, provided he is qualified to do the required work. Upon termination of his term, he shall be returned to his regular seniority status.

ARTICLE VII

SAFETY PRACTICES

(a) The Board will take reasonable measures in order to prevent and eliminate any present or potential job hazards which the employees may encounter at their places of work, as stipulated and provided for by the law in the State of Michigan.

(b) The employees will be expected to notify the Board, in writing, of any such job hazard as soon as the employee first becomes aware of such unsafe areas, conditions or equipment. The Board, upon notification of an alleged unsafe condition, shall investigate such condition, and shall be expected to make adjustments in such condition if, in the Board's investigation, the alleged unsafe condition is found to be a hazard to the employee.

If at any time prior to the completion of the probationary period the employee's work performance is unsatisfactory, he may be dismissed by the Board without appeal by the Union. Probationary employees who are absent during the probationary period shall work additional days equal to the number of days absent, and such employees shall not have completed their probationary period until these additional days have been worked.

Section 2.

After satisfactory completion of the probationary period, the employee will be placed on the seniority list, and seniority and all matters pertaining to benefits, except insurance benefits, which shall commence as set forth in Article XXVIII, 1(e) and 2(g), shall be retroactive to the date of hire, the first day actually reporting to work.

Section 3.

Employees shall be laid off, recalled or demoted according to their seniority in the classification, and then within their department, and any employee must be considered qualified by the supervisor to perform the duties of an available position. Any upgraded assignment made, pursuant to this section, shall be considered probationary for a period of thirty (30) working days, and will become permanent if the work is satisfactory.

Section 4.

An employee will lose his seniority for the following reasons:

1. He is discharged;
2. He resigns;
3. He does not return to work upon being recalled from lay-off in three (3) consecutive days.

Section 5.

An employee promoted to a supervisory position shall have ninety (90) calendar days probation. If the employee is deemed unsatisfactory, or if he/she wishes to vacate his supervisory position, he/she may return to their previous position in the bargaining unit with full accumulated seniority at any time, up to the expiration of the ninety (90) calendar days. The Bus Supervisor Assistant is not to be considered a supervisory position, and he/she will maintain all rights and privileges of a regular Driver.

Section 2. New Bus Runs

(a) When new or additional bus runs are placed into operation during the term of this Agreement, the Board shall place into effect such bus runs, and they shall be designated as temporary. The Board shall notify the Union in writing of any such temporary bus run, indicating the length and context of such run, upon the date such run is instituted.

(b) The new bus run shall be considered as temporary for a period of thirty (30) calendar days following the date of written notification to the Union. After thirty (30) calendar days, the run shall become a regular run, or be terminated.

(c) Trial runs, if authorized, will be paid for at one-half (1/2) time.

Section 3. Dropping a Bus Route

If it is deemed impractical by the Board to continue a bus route because of the financial cost and/or a drop in the number of students requiring transportation, it shall be the right of the Board to discontinue the run and to re-assign the remaining passengers to other bus routes.

Section 4. Changing a Bus Route

(a) No changes of stops or in direction of routing are to be made by anyone other than the Superintendent or his designee, once the route has been established by the Superintendent or his designee. Should it become necessary to consider changing any routes from double runs to single runs during the term of this Agreement, it is agreed that the parties will hold a special conference to discuss the impact of such a change before a decision is finalized.

(b) A Driver may request a change in routing, in writing, to the Superintendent or his designee, who is to reply to said request within five (5) working days of receipt of such a request. The request is to state the old route, the new route requested, and reasons for the change.

(c) When students move out of or into the district, stops will be added or dropped to accommodate these students, and the Superintendent or his designee is to be notified in writing of such change in stops, and the reason for such change.

Section 5. Discontinued Runs

When a run is discontinued as provided in Section 3 above, or changed by more than twenty (20) minutes per day as provided in Section 4 above, all runs shall be packaged by the Board and assigned on a seniority basis as provided in Article XVIII, Section 3.

2. Sick leave shall be granted to an employee when he/she is incapacitated from the performance of his/her duties by sickness, injury or for medical, mental or optical examination or treatment, if unable to obtain same during non-scheduled working hours. Accrued sick leave limited to one (1) day per occurrence, and two (2) days per year, shall be granted for serious illness of the employee's spouse, children, or parents requiring the presence of the employee. Additional accrued sick days may be used for serious family emergencies involving the employee's spouse, children, parents, or significant other person, with the prior approval of the Superintendent or his designee. If abuse of sick leave is suspected, the Board may require proof of illness, starting with the first day of the illness, which may include requiring the employee to present a doctor's certificate verifying the nature of the illness preventing the employee from working, provided the request for a doctor's certificate is made at such time as will reasonably allow the employee to obtain verification. The Board may also require certification by a doctor that it is permissible for the employee to return to work following the illness.

3. Records of sick leave accumulated and taken shall be furnished to the employee on or about the first of each year.

4. An employee shall receive one-half (1/2) day's pay for each unused sick leave day, up to a maximum of fifty (50) accumulated days, upon retirement, under the provisions of the Michigan Public School Employees' Retirement Regulations, and after a minimum of five (5) years of employment by the Employer.

5. If assigned to a regular run before the fifteenth (15th) day of the month, one (1) day of the month will be allowed for sick leave, but if on or after the fifteenth (15th), no day will be allowed for that month.

6. An employee moving from part-time to full-time employment, or from full-time to part-time employment, shall have accumulated sick days adjusted to reflect an unchanged liability on the part of the district.

(b) ***Funeral Leave***

Each employee shall be granted up to five (5) working days off with pay for a death of the employee's spouse, children, parents, or parents of the employee's spouse. Each employee shall be granted three (3) calendar days for the death of grandparents, grandchildren, brother or sister, step-children or step-parents. Each employee shall be granted one (1) calendar day (the day of the funeral) for the death of the spouse of the employee's brother or sister, the employee's spouse's brother or sister, and the spouse of that brother or sister. Additional time off with pay, and deductible from sick leave or emergency business leave dependent on the reason for the extension, can be granted by the Employer, providing the employee can document to the Employer the need for additional time.

(b) Leaves of absence may be granted at the option of the Board for physical or mental illness, or prolonged serious illness in the immediate family, which includes husband, wife, children or parents living in the same house.

(c) Leaves of absence shall be granted at the option of the Board for a specified period of time for training related to an employee's regular duties in an approved educational institution.

(d) The unpaid leave provisions of this Agreement shall be construed consistently with the requirements of the Federal Family and Medical Leave Act. All unpaid leaves required by that Act shall be cumulative with, and not in addition to, any other applicable leave, paid or unpaid, provided for in this Agreement. Except as required by the Act, the employee on an unpaid leave shall not be eligible for any fringe benefits. Where leave is taken because of birth, adoption or foster placement under the Family and Medical Leave Act, an eligible employee shall give not less than thirty (30) days advance notice whenever possible.

(e) The reinstatement rights of any employee who enters the military service of the United States by reason of an Act or law enacted by the Congress of the United States, or who may voluntarily enlist during the effective period of such law, shall be determined in accordance with the provisions of the law granting such rights.

(f) Leaves of absence will be granted to employees who are active in the National Guard, or a branch of the Armed Forces Reserves, for the purpose of fulfilling their annual field training obligations, provided such employees make written request for such leaves of absence immediately upon receiving their orders to report for such duty.

(g) All reasons for leaves of absence shall be in writing stating the reason for the request, and the approximate length of leave requested, with a copy of the request to be maintained by the Board, a copy furnished to the employee, and a copy sent to the Union.

(h) An employee who meets all of the requirements as hereinbefore specified shall be granted a leave of absence without pay, and he shall accumulate seniority during his leave of absence, and he shall be entitled to resume his regular seniority status and all job and recall rights. Leaves of absence may be granted at the discretion of the Employer for reasons other than those listed above when they are deemed beneficial to the employee and the Board.

(i) An employee hired specifically to fill a designated position from which an employee is on leave shall not become a part of the bargaining unit.

(j) Fraudulent application for a leave, or improper use of leave, will result in immediate dismissal.

ARTICLE XVII
GRIEVANCE PROCEDURE

Definitions

Section 1.

A grievance shall be an alleged violation, misinterpretation or misapplication of the express terms of this Agreement.

Section 2.

The time elements in the Steps can be shortened or extended upon mutual agreement. Working days shall be those days when school is in session, Monday through Friday.

Section 3.

A grievance concerning alleged safety hazards or termination may be processed directly to Step Two of the Grievance Procedure.

Section 4.

A grievance shall state:

1. Who is affected;
2. What happened;
3. When it happened;
4. What specific part(s) of the Contract is alleged to have been violated;
5. What specific remedy is requested.

Section 5.

Any employee grievance or Union grievance not presented for disposition through the Grievance Procedure within five (5) working days of the occurrence of the conditions giving rise to the grievance, or within five (5) working days of the date it is reasonable to assume that the employee became aware of the conditions giving rise to the grievance, unless the circumstances made it impossible for the employee or the Union, as the case may be, to know prior to that date that there were grounds for such a claim, shall not thereafter be considered a grievance under this Agreement.

(d) The normal regularly scheduled work week shall consist of forty (40) hours from Sunday through Saturday.

(e) The normal regularly scheduled work day for Drivers shall be the hours required to drive the regularly scheduled bus runs, single or double, that each Driver makes daily.

(f) Extra trips that do not conflict with regular runs will be offered to all Drivers based on seniority rotation.

(g) An up-to-date seniority rotation list shall be maintained and posted in the bus garage.

Section 2. Reporting Pay

Any employee called to work or permitted to come to work without having been properly notified by no later than thirty (30) minutes prior to the time he/she is scheduled to begin work, or who has not been notified that there is less than the normally scheduled work, shall receive, in such instances, a minimum payment of one (1) hour's pay. Proper notification will include, but not be limited to, announcements made on radio stations and shall include a telephone call to the residence of the employee.

Section 3. Assignment of Regular Bus Runs

(a) Assignments of regular, single or double runs, as packaged by the Board, will be made on a seniority basis every year. Prior to route selection, Drivers will be informed of the estimated number of scheduled regular special education and career center runs and the estimated hours associated with each packaged route and run. Route assignments shall be made at a meeting prior to the first day of school. All regular and utility Drivers must attend such meeting. Utility Drivers will be eligible to bid regular runs when there is a vacancy, after all regular Drivers have been assigned.

(b) After initial assignment of all runs on a seniority basis, in the event of a new run or a vacancy in a single or double run, the employees shall be offered the open run on a seniority basis as provided in Article XII, subject only to Article XIII, Section 3(b).

(c) In the event kindergarten, special education or career center runs become open after the initial assignment at the beginning of the year, those runs will be bid on a seniority basis as provided in Article XII, subject only to Article XIII, Section 3(b). Any Driver already having such a run, in addition to the two (2) single runs or a double run, must give up the run in exchange for the open run.

(d) If necessary, a substitute Driver can be used on new or vacated runs until they are assigned.

(g) Two (2) Drivers shall be assigned to any trip that requires over six (6) hours driving time within a twenty-four (24) hour period.

(h) Extra trips which are cancelled and then rescheduled shall be first offered the original bidder.

(i) A Driver who accepts and then turns down two (2) extra trips in a semester will be removed from the extra trip list until the next semester.

(j) A utility Driver who has substituted for the same regular Driver for more than ten (10) consecutive school days, may not take an extra trip if it conflicts with the Driver's regular run, unless all other utility Drivers have rejected the trip. After ten (10) consecutive days, all extra trips that do not conflict with the regular run will be offered to all utility Drivers on a normal rotating basis.

Section 6. Breakdown Time

When a Bus Driver must wait on his/her run because of a breakdown, he/she will be paid at the extra trip per hour rate, in addition to his/her amount for the regular run.

Section 7. Substitution

When a regular run is not covered, utility Drivers will be assigned on a rotating basis, based on seniority, except for emergencies, before a substitute Driver is used. An emergency exists when a regular afternoon run becomes over two (2) hours or less before closing time. In such a case, any available Driver may be assigned to the run without regard to seniority or the rotation lists, and the run will not be charged against the Driver's place on the rotation list.

A utility Driver who has been assigned to substitute for the same regular Driver for more than ten (10) consecutive school days, shall become subject to the same eligibility requirements for extra trips as the regular Driver they are substituting for, for the duration of the assignment.

Section 8. Full-Time Bus Mechanics

(a) The normal regularly scheduled work week shall consist of forty (40) hours, beginning at 12:01 a.m. Monday, and ending one hundred twenty (120) hours thereafter.

(b) The normal regularly scheduled work day shall be eight (8) consecutive hours, excepting a sixty (60) minute lunch period. Employees may leave the premises during their lunch periods.

(b) Each Bus Driver shall submit to all alcohol and controlled substance testing requirements of the Omnibus Transportation Employee Testing Act of 1991, and the applicable rules and regulations thereunder. The Board shall pay the total cost of such testing.

ARTICLE XXI

NO STRIKE AGREEMENT

The Union recognizes that strikes, as defined by Section 1 of Public Act 336 of 1947 of Michigan, as amended, by public employees, are contrary to law and public policy. The Board and the Union subscribe to the principle that differences shall be resolved by appropriate and peaceful means, without interruption of the school program. Accordingly, the Union agrees that during the term of this Agreement it will not direct, instigate, participate in, encourage or support any strike, or impose any sanction against the Board, and that any difference of opinion or dispute which may arise will be resolved by the methods provided herein, and will not be allowed to affect in any way the normal education afforded the children of the Springport School District.

The Board agrees not to lockout the employees.

ARTICLE XXII

JOB-RELATED TRAINING AND TESTING

Each Bus Driver covered by this Agreement will have his/her full tuition and charges paid for the State-approved Bus Driver's school, road tests, and any written tests required of him/her. Any Driver required by the Board to attend a Bus Driver's class, or required to take any test, will also receive the waiting time rate for all time actually spent in class or while being tested, including travel time, as determined by the Board, to the site of the class and/or test.

ARTICLE XXIII

JURY DUTY

Employees requested to appear for jury qualification or duty shall receive their pay from the Board for such time lost as a result of such appearance or service, less any compensation received for said time from other than the Board, excluding meal and mileage allowance, for a period of time up to sixty (60) working days, provided the employee is unable to obtain a waiver to be excused from such service.

ARTICLE XXVII

MEETINGS

Section 1.

When all Drivers are required to attend meetings, they shall be compensated at their regular time rate of pay for such time. Required meetings will be so specified.

Section 2.

All employees shall be paid the waiting time wage rate per hour for all time required by administrators, to attend meetings with administrators, outside regular working hours.

ARTICLE XXVIII

HOSPITALIZATION INSURANCE

Section 1. Regular and Utility Drivers

(a) The District will adopt BCBSM Flexible Blue Plan 2, described as attached. This plan is a high deductible (\$1,250 single/\$2,500 two person and family) plan and will be administered as follows:

For Drivers who drive three (3) or more single runs per year, the district will pay the full premium cost for single coverage. Employees may elect two-person or family coverage and pay the cost difference between cost of the single subscriber and the two-person or family plans. The employee will pay the deductible amount of their enrollment status.

(b) An employee who does not take the health insurance and presents evidence satisfactory to the Board that the employee has group health insurance coverage shall have the option to receive per month, one hundred ten dollars (\$110.00) year one of this Agreement, one hundred fifteen dollars (\$115.00) year two of this Agreement, and one hundred twenty dollars (\$120.00) year three of this Agreement, if the employee regularly works four (4) hours or more a day, or fifty-five dollars (\$55.00) year one of this Agreement, fifty-seven dollars fifty cents (\$57.50) year two of this Agreement, and sixty dollars (\$60.00) year three of this Agreement, if less than four (4) hours a day, toward an annuity plan, or to reimburse the employee for medical expenses not covered by the employee's health insurance. The annuity carrier will be determined by the Board.

(c) Any increase in health insurance rates over the life of this Contract will be the responsibility of the employee.

(b) If either party desires to terminate this Agreement it shall, ninety (90) calendar days prior to the termination date, give written notice of termination. If neither party shall give notice of termination, or withdraws the same prior to the termination date of this Agreement, it shall continue in full force and effect from year to year, thereafter subject to notice of termination by either party on ninety (90) calendar days written notice prior to the current year of termination.

(c) If either party desires to modify or change this Agreement it shall, ninety (90) calendar days prior to the termination date, or any subsequent termination date, give written notice of amendment, in which event the notice of amendment shall set forth the nature of the amendment desired. If notice of amendment of this Agreement has been given in accordance with this paragraph, this Agreement may be terminated by either party on ten (10) calendar days written notice of termination. Any amendments that may be agreed upon shall become and be a part of this Agreement without modifying or changing any of the other terms of this Agreement.

(d) Notice of termination or modification shall be in writing and shall be sufficient if sent by certified mail to the Union, the International Union of Operating Engineers, Local 547 - A, B, C, E, G, H, P - AFL-CIO, 24270 West Seven Mile Road, Detroit, Michigan 48219, and if to the Employer, addressed to the Springport Public Schools, 300 West Main Street, Springport, Michigan 49284.

(e) This Agreement shall continue in full force and effect until **June 30, 2009**.

ARTICLE XXX

MISCELLANEOUS PROVISIONS

Section 1.

All cases of accidents, injury or assault involving employees or students growing out of the exercise of the employee's duties or school activities, shall be reported to the Superintendent promptly.

Section 2.

Complaints by parents or students pertaining to employees shall be called to the attention of the employee, when in the judgment of the Superintendent or direct supervisor, such information will be of help to all individuals concerned.

Section 3.

All buses will be assigned by management as deemed appropriate.

During the term of this Contract, for full-time Bus Mechanics, the Incentive Schedule shall be as follows:

<i>Days Absent</i>	<i>Annual Mechanic Bonus</i>
0	\$716
0.5	\$645
1	\$574
1.5	\$553
2	\$532
2.5	\$511
3	\$490
3.5	\$469
4	\$448
4.5	\$427
5	\$406
5.5	\$385
6	\$361
6.5	\$343
7	\$322
7.5	\$301
8	\$280
8.5	\$259
9	\$238
9.5	\$217
10	\$196
10.5	\$175
11	\$154
11.5	\$133

SCHEDULE A

For all employees covered under this Agreement, there will be a general wage increase of: two percent (2%) year one, two and one-half percent (2-1/2%) year two, and two and one-half percent (2-1/2%) year three of this Agreement.

Effective July 1, 2006:

Classification	Probationary Rate	Base Rate
Regular and Utility Bus Drivers	\$12.07 per hour	\$13.27 per hour
Waiting Time	\$9.36 per hour	
Bus Mechanic	\$18.73	\$19.56

Effective July 1, 2007:

Classification	Probationary Rate	Base Rate
Regular and Utility Bus Drivers	\$12.37 per hour	\$13.60 per hour
Waiting Time	\$9.59 per hour	
Bus Mechanic	\$19.25	\$20.05

Effective July 1, 2008:

Classification	Probationary Rate	Base Rate
Regular and Utility Bus Drivers	\$12.68 per hour	\$13.94 per hour
Waiting Time	\$9.83 per hour	
Bus Mechanic	\$19.68	\$20.55

All other regular runs scheduled will be paid at the base rate for each hour of driving, and the waiting time rate, if waiting time is required. Retirement is to be paid by the Employer.

Extra trips shall be paid at the base rate for the first (1st) hour, and last one and one-half (1-1/2) hours, and all additional time at the waiting time rate per hour.

Fifteen (15) years of service - an additional ten cents (\$.10) per hour
Twenty (20) years of service - an additional ten cents (\$.10) per hour

Use of Equipment

1. To use the bus, if publicly owned or leased by the school, only to transport children to and from school, except on specific instruction from the Superintendent of Schools, or the Board of Education.
2. To refrain from transporting in school bus, whether privately or public-owned, anything which would make the bus objectionable for school use.

Accident Reports

To prepare an accident report immediately after every accident involving the bus or school bus passengers.

Schedules

1. To post and maintain the daily route schedule or schedules in the bus, and amend the posted schedule when students are added or deleted, or as directed by the School Superintendent or his designee, or if road hazards require an alternative route to be taken.
2. To observe the posted schedule, except when to do so would involve hazards.

Operation

1. To operate the signal lights when stopping the bus to load or unload passengers, except within city limits, unless local ordinances direct use of signals. This should be observed, regardless of whether or not pupils are to cross the highway when leaving the bus.
2. To make sure that all children are off the bus before filling the gasoline tank.
3. To operate the bus always with the clutch engaged, except when coming to a stop, and to stop the motor and set the brakes before leaving the bus.
4. To place the gear shift in neutral when the bus has been brought to a stop to load or unload pupils.
5. To bring the bus to a stop at a safe distance from the track when approaching a railroad crossing, regardless of whether the bus contains passengers. The Driver shall not proceed across the tracks until he has looked carefully in each direction and has opened the door and listened for the sound of an approaching train, and assured himself that it is safe to proceed.

BUS SUPERVISOR ASSISTANT

Broad Function

To assist the Director of Transportation and Maintenance with certain aspects of the transportation function as specified below.

The Assistant shall not have the authority to hire, discharge, take or cause disciplinary action, or take part in the adjustment of complaints or grievances, except his or her own, but may be required to report incidents that occur in disciplinary action.

Responsibility

1. Contacts and assigns substitute Bus Drivers on regular routes as required per the Contract Agreement.
2. Assists in the training of new Bus Drivers.
3. Record keeping duties include: time cards taken to and from the Superintendent's office; substitute record sheets; personal absence lists; and trip sheets.
4. Assists in the establishment of new routes and adjustment of existing routes.
5. Assists in other operational functions in the Transportation Department, as requested by the Director of Transportation and Maintenance.

- b. First aid kit (broken seal, contents);
 - c. Flags, reflectors, etc.
3. Emergency door operation and buzzer;
 4. Seats (damage to fabric or broken frames).

III. Exterior Checks

1. All lights on, including left turn signal:
 - a. All wheels:
 - (1) Correct pressure;
 - (2) Objects between duels;
 - (3) Tread wear and casing damage;
 - (4) Tight lug bolts, cracked wheels.
 - b. Marker lights (clean and working);
 - c. Flashing stop lights (clean and working);
 - d. Brake lights (clean and working);
 - e. Turn signals (clean and working);
 - f. Head lights (clean and working);
 - g. Emergency door operation;
 - h. Physical damage (body dents, broken windows);
 - i. Clean windows of dirt, ice or snow;
 - j. Exhaust leaks, dripping oil, brake hose condition;
 - k. Change headlight beam and re-check;
 - l. Check right turn signal and parking lights.