

8/13/01

SECTION I. WAGE SCHEDULE

Mendon Community Schools
Bus Driver's Wage Schedule

<u>EXPERIENCE</u>	<u>2000/2001 HOURLY RATE</u>	<u>2001/2002 HOURLY RATE</u>	<u>INDEX FACTOR*</u>
Probationary	12.00	12.37	0.9000
0 (Base)	13.34	13.74	1.0000
1	13.59	14.00	1.0190
2	13.94	14.35	1.0450
3	14.17	14.59	1.0620
4	14.66	15.10	1.0990
5	15.07	15.53	1.1300
6/7	15.53	15.99	1.1640
8-10	16.18	16.67	1.2130
11-15	16.94	17.45	1.2700
16+	17.81	18.34	1.3350

*Index Factor

A wage index is used to calculate hourly rates for steps above the base rate.

The schedule for 2001/2002 is based on a 3% increase on the base.

Non-driving rate for 2001/2002 is 10.49. A 3% increase from 2000/2001 rate of 10.18.

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Section II. REPORTING PAY/BUS CLEANING:

The concept of reporting pay is to compensate the bus driver for his/her extra costs in working a split shift, as well as performing routine which are a part of the job. These routine duties during reporting time include:

- A) Pre-tripping
- B) Fueling
- C) Scheduling rotation trips
- D) Calling parents

Reporting pay is subject to the following conditions:

1. If separate regular or extra runs are 30 minutes or less between the next run, the reporting pay for that next run will be paid.
2. Reporting pay will constitute one half-hour (1/2 hour) service credit for retirement purposes.
3. Reporting pay for any trips scheduled on Saturday, Sunday, Holidays or vacation time will be 2 (two) hours at the current rate of reporting pay (per day) and will constitute 2 (two) hours of service credit for retirement purposes.
4. Each driver shall be paid at the current rate of reporting pay (per hour) for time spent cleaning their bus (buses) during the school year up to an average of 4 (four) hours per month, per bus. "Beginning of the year cleaning" is limited to a maximum of 8 (eight) hours per bus.

SECTION III. GUARANTEED MINIMUMS/WAGE CALENDAR:

- driver's before*
1. a. Each regular driver's average driving time for a particular run will be established between the first scheduled day of school and the fourth Friday pupil count day. Beginning with the following school day, this average time will be used to compute a wage calendar and base pay that will be paid to each regular driver in installments over the remaining school year or installments over the remaining school year and summer. (see Appendix A)
 - b. During the period of establishing the average driving time, each regular driver shall be paid according to his/her actual driving plus reporting time as reported on their individual time sheets.

SECTION III. GUARANTEED MINIMUMS/WAGE CALENDAR (cont.)

- c. Once the driver's wage calendar becomes effective, regular drivers shall report only their base pay on their time sheets, and add or subtract any changes to that base pay (e.g. bus washing, substitute driving, reporting &/or layover times). In addition, all approved absences (e.g. sick leave, personal business leave, etc.) must be reported on their time sheets. Any absences that are not approved (pay dock) must be specifically indicated on their time sheet and their base pay adjusted accordingly.
 - d. Extra trip time sheets must be turned in for payment the last pay period of each month.
 - e. Payment for, or make-up of, canceled school days shall be the same as for any other district employee to comply with state regulations.
2. Regular drivers shall receive their regular hourly rate when substituting for another regular driver.
 - 2.1 The rate of pay for a driver riding a route, for the purpose of learning that route as a sub, (e.g. C.T.E., Pathfinder and other established day-time runs), will be at the current rate of reporting/layover pay. Drivers should learn the route prior to substituting on a run.
 3. Each separate run, including extra trips, are guaranteed at least 1 (one) hour of driving time. Kindergarten runs, if they exist, are guaranteed 1.1 (one and one tenth) hours of driving time per run.
 - 3.1 If actual driving time is less than the guaranteed time, the difference between actual driving time and guaranteed time will be subtracted from the layover time.
 4. All regular drivers shall be paid a base pay according to the wage calendar provided. This base pay shall be computed at the minimum hours for each particular route. Hours in excess of the minimums along with extra trips, bus washing, etc. shall be reported on properly completed time sheets provided by the district. Driver's not completing their base period of service shall be docked at the daily rate of pay (or portion thereof) as stated on their wage calendar as provided. However, qualified paid absences shall not be docked. Any permanent route changes shall be approved by the Transportation Supervisor and Superintendent before a revised wage calendar will be effective. Payment for, or make-up of, canceled school days shall be the same as for any other district employee to comply with state regulations.

Section II, paragraph 2:

*driver's
before*

SECTION III. GUARANTEED MINIMUMS/WAGE CALENDAR (cont.)

5. All hours (reporting, driving, & layover) for all trips will be computed into service credit hours for retirement purposes.
6. If the Supervisor changes a time sheet after it has been signed by the driver, the driver shall be notified of the changes in writing within a week.

SECTION IV. BENEFITS

A. PAID LEAVES:

1. Paid Leaves for regular drivers are computed at the rate of 10 times their regular scheduled driving hours plus their regularly scheduled reporting pay or regularly scheduled layover time. The maximum hours credited in one year is 80 and the maximum hours that may be accumulated is 1040.
2. Leaves may be taken in accordance with Section 2000 of the Personnel Policy Handbook, as revised.
3. Paid leaves for field trips, bus washing, or any non-regularly scheduled service are not eligible for reimbursement.
4. Substitute drivers are not eligible for any paid leaves unless they have substituted for a regular driver for 60 consecutive working days, replacing the regular driver on a regular run. Computations for leave time will be pro-rated based on the time completed as a regular driver and cannot be used after the regular driver, the substitute has replaced, returns to work.
5. New regular drivers must drive at least 30 days as a regular driver before receiving any paid leave benefits including holidays and school cancellation days.

B. INSURANCE

1. Regular drivers may participate in the MESSA ^{Health} ~~Super~~ Care ~~FI~~ program under the following guidelines:
 - a. Drivers choosing the MESSA insurance coverage must have completed at least 1 (one) year as a regular driver.
 - b. Drivers must be scheduled for at least 2 runs per day.

SECTION V. MISCELLANEOUS PROVISIONS

1. Drivers must drive at least 372 hours in one year to qualify for one year of experience on the schedule.
2. The date a driver becomes a regular driver shall become the official date of hire (DOH) of the driver.
3. The administration reserves the right to assign field trips, at it's discretion, on trips that are scheduled over six hours in length.
4. When an extra trip is scheduled during the time of a regular meal (breakfast, lunch, dinner) the drivers will be reimbursed at the school district's established meal allowance rate. (Receipts need to be attached to the reimbursement sheets.)
 - a. Reimbursement for meals shall be attached to and turned in with trip sheets.
 - b. During extra trips when ^{not} drivers are requested to stop and eat and it is ~~to~~ scheduled prior to the trip drivers will be paid "regular driving time" for the stopped time.
 - c. During extra trips when drivers are requested to stop and eat and it has been arranged prior to the trip the driver will be paid at "layover time" for the stopped time.
 - d. Drivers will be paid "layover time" when attending bus driver schooling and meetings called by the administration.
5. Drivers who are required to stay overnight on any trip will not be paid for layover time between the hours of 9:00 PM and 7:00 AM. However, costs for overnight accommodations, along with the established meal allowance shall be paid by the district.
 - 6.1 Reimbursement for the cost of driver's licenses will be paid to all drivers who are employed by the district.
 - 6.2 All drivers are required to have an annual health exam prior to the beginning of the school year. All drivers will be notified in writing by August 1st of this requirement. The written notification will include billing information for the physicians use as well as the appropriate D.O.T. form and card.

SECTION V. MISCELLANEOUS PROVISIONS (cont.)

7. If an extra trip/run takes a regular driver away from his/her regularly scheduled run(s), the driver will be compensated for their regular runs(s) by deducting 1 (one) hour layover time for each regular run missed.
8. The driver shall be paid to attend school. Payments to be retroactive. (as required by state law)
9. The school district will provide 4 (four) regular drivers with jackets per year. (With no more than 1 jacket per driver, every three years.)
- 10.1 Drivers shall be paid 1 (one) hour driving plus .5 (five tenths) hour reporting pay for un-notified canceled trips with no loss-of-turn in rotation during regular scheduled school days.
- 10.2 Drivers shall be paid 2 (two) hours reporting plus 1 (one) hour driving pay for un-notified canceled trips with no loss-of-turn in rotation during Saturday, Holidays, or vacation days.
11. Extra trips will be scheduled by noon Friday for the following week unless there is no scheduled school on Friday. Then the schedule will be made on Thursday. A driver may trade an extra run with another driver as long as the extra run is on the same day and the drivers are in mutual agreement of the trade. There will be NO specified team drivers.
12. Trip slips, for extra trips, must be at the bus garage 24 hours prior to the leave time, otherwise--NO BUS WILL BE AVAILABLE.
13. A minimum of one evaluation shall be done on all drivers each year. The instrument used for this evaluation shall include items that pertain to driving a school bus.
14. Drivers will be compensated at the current reporting pay rate for the following:
 - a. Time spent dealing with disciplinary matters, UPON PRIOR APPROVAL FROM THE SUPERVISOR.
 - b. Approved beginning of the year activities such as updating lists or maps.
 - c. Attendance at meetings called by the Transportation Supervisor or other Administrator.

SECTION V. MISCELLANEOUS PROVISIONS (cont.)

15. All drivers will be notified in advance of any/all meetings, except in emergencies.
16. The school district shall provide materials for the protection of clothing while performing under-the-hood bus pre-trips.
17. New drivers will be placed on the wage schedule in accordance with previous bus driving experiences after completion of probation period as established by the Board of Education. However, new drivers will be placed at the bottom of the seniority list.
18. All drivers will receive a copy of this agreement (Mendon Community School District Transportation Handbook) within 30 (thirty) days after the agreement has been settled.

SECTION VI. ROTATIONS:

1. At the beginning of each school year, lists will be established on the first day of school with the list beginning at the top of seniority.
 - a. Saturday Trip Rotation - This rotation goes according to seniority.
 - b. Mid-day Regular Day Trip Rotation - This rotation will be offered to subs first then to regular drivers according to seniority. Rotation for other day-time runs of regular drivers (Pathfinder, C.T.E., etc.) will go into rotation by the second week of school. This is to be offered to substitutes first then to regular drivers according to seniority.
 - c. Extra Trip Rotation (Field trips, sports events) - This rotation goes according to seniority.
 - d. Summer Trip Rotation - The Transportation Supervisor will contact regular drivers starting at the top of the summer rotation list for the first available driver.
 - e. Summer Bus Runs - Summer bus runs (swimming, summer school, etc.) will be offered to regular drivers according to seniority. If a sub is needed on any of these bus runs the next regular driver in seniority will be called to sub for the run. If no regular driver is available, then a substitute driver may be used.

SECTION VI. ROTATIONS (cont.)

- 1.1 The rotation schedules will include all regular drivers (unless a driver requests to be deleted from the rotation). "Windows" for adding a driver to this rotation schedule will generally be at the semester break and will follow the seniority schedule. The administration reserves the right to add drivers to the rotation list at other times. A driver may drop out of rotation at any time during the year, if they request to, or continue to turn trips down in rotation until they are able to take trips again.
2. Rotation lists will be established by the beginning of the second week of school for those persons willing or wanting to drive in trip rotation(s).
3. A substitute will not be put into the regular driver rotation for extra trips.
4. If all regular drivers on rotation turn down a trip, the administration reserves the right to assign the trip to a substitute.