

A POLICY STATEMENT OF
THE HANCOCK COUNTY BOARD OF EDUCATION
New Cumberland, West Virginia 26047

BUS SCHEDULING AND ROUTING

This Policy is adopted to ensure understanding and compliance of the personnel employed by Hancock County Schools Department of Transportation with items that are either directed by the State of West Virginia, in compliance with Federal Laws or have been adopted by a two thirds vote of the classification category of employment and approved by the Board of Education (WV 18A-4-8b).

Trip Rotation

There will be two (2) sign up lists for trips. There will be one for each end of the county (one for North end drivers and one for South end drivers). In addition, each area trip sheet will have one category that will be for extra-curricular trips and one category for curricular trips.

1. Extra-curricular trips are defined to include all athletic events and any other type of trip that occurs outside of normal school hours.
2. Curricular trips are defined to include all trips that occur within the course of normal school hours that do not involve a supplemental contract.

To be eligible to participate in extra-curricular and/or curricular trips, employees must sign up to be in the trip rotation. Drivers may only sign up on the days listed below. The individual driver is responsible for informing the office of their desire to be put on the trip sheet/rotation sheet within the time frame listed below. However, a driver may withdraw from a list or lists at any time during the school year by notifying the office in writing. The sign up dates and times are as follows:

1. At the beginning of the year – by noon on the first In-Service day of the school year
2. On December 1st – by noon
3. On March 15th – by noon
4. On the last In-Service day of the school year – by noon

There will be no trading of trips. Trading of trips will result in your name being removed from the trip sheet until the next sign up date. Drivers removed from the list are responsible for informing the office of their desire to get back on the trip sheet after suspension.

Trips must be refused by Noon on the Friday prior to the week of the schedule to the office. The only acceptable reasons for cancelling a trip after Friday at noon in the week prior to the scheduled trip are:

1. A documented Family emergency occurring in the immediate family.
2. A documented emergency for the involved driver (An emergency can include: medical emergencies, deaths or accidents involving destruction of property of more than \$100 and requiring the employee's presence. In the event of an emergency or sudden illness, the employee is to provide a doctor's excuse listing individual involved, date, time and specific illness or proof of an accident with damages totaling in excess of \$100. NOTE: Doctor's excuses not listing Patient Name, Date, Time and Specific Illness will not be accepted.

Trip involving a shared bus for students from both high schools or from both middle schools will be assigned on an alternating basis.

Anyone not adhering to the above cancellation procedure will be removed from the trip sheet until the next sign up date listed above.

Failure to show for a scheduled trip will result in the following discipline: The driver will be removed from the trip sheet(s) until the next signup date (dates are listed above.)

Any Extra-Curricular trip will be classified as an emergency trip that is filled after 9:00 a.m. on the day of the trip, on weekends, or when it requires prompt or urgent attention. A Curricular trip that becomes available on the day of the trip, will be classified as an emergency trip. An emergency trip will not be charged against a driver if they can or cannot be reached. An emergency trip is not charged against the driver who takes the trip and therefore, does not affect their position on the seniority rotation,

If a trip is cancelled and re-scheduled in the same week, the trip will go to the driver that was originally cancelled from that particular trip.

Drivers wishing to fill opening created by drivers, reporting off or taking extra duty trips, that have Supplemental Contracts will sign up on a separate list. These trips may occur quickly and drivers may have to report on short notice.

A vote of the classification category employees was taken on **April 8 and April 9, 2008** with the results being recorded as: **20** affirmative and **9** negative on the above policy.

A vote was taken on whether to have one countywide sign-up trip sheet or continue with having two sign-up trip sheets. The vote was taken on **February 16, 2015** with the results being recorded as: **16** affirmative and **25** negative. The bus drivers will continue to have two sign-up trip sheets per results of the vote.

A vote of the classification category employees was taken on **February 15, 2016** with the results being recorded as: **43** affirmative to **0** negative on what classifies an extra-curricular trip as an emergency trip.

Date Adopted;	2/16/15
Date Amended:	6/8/15; 2/22/16; 9/12/16
Date Reviewed:	12/10/18

The above Policy Statement is an integral part of the Official Policy Manual of this Board of Education as of the date shown adopted.