

**Summers County Board of Education**

**Scope:** This policy is enacted by the county board to establish guidelines and procedures for scheduling and assigning extra-duty and extra-curricular assignments for bus operators.

**Authority:** W.Va. Code §§ 18A-4-8, 18A-4-8b, 18A-4-16

**Adopted:** August 13, 1992.

**Amended:** September 29, 1994; November 19, 2003; February 8, 2012; August 8, 2019; November 30, 2021.

**Reviewed:** October 14, 2021.

**EXTRA DUTY/EXTRACURRICULAR BUS TRANSPORTATION POLICY**

**1. PURPOSE.**

The purpose of this policy is to establish guidelines and procedures for scheduling and assigning extra duty/extracurricular and extra-curricular bus transportation.

**2. DEFINITIONS.**

**2.1. Regular Assignment.** The transporting of students to school in the morning and the returning of students to their homes in the afternoon. These regular assignment runs include a 30-minute pre-trip/post-trip bus check per run, travel time to the pickup/drop-off of students, and return of the bus to the parking station. A driver's regular assignment also includes weekly bus washing, required maintenance, meetings, etc. that the driver is required to perform and/or attend.

**2.2. Extra-duty Assignment.** Irregular jobs that occur periodically or occasionally [at any time], such as, but not limited to, vocational field trips, athletic events, proms, banquets, band festivals and incentive trips.

**2.3. Extra-curricular Assignment.** Additional bus runs that occur at times other than the regular assignment runs and which occur on a regularly scheduled basis. These would include the instructing, coaching, chaperoning, escorting, providing support services or caring for the needs of students. (i.e., Career Technical/Special Education)

**3. STATE POLICIES.**

**3.1.** As specified in West Virginia Board of Education Policy 4336, West Virginia School Bus Transportation Policy and Procedures Manual, school officials must submit a planned schedule of curricular and extra-curricular activities to the Superintendent or his/her designee for approval. At a minimum the schedule must be submitted in accordance with section 4.4 of this policy, but far enough in advance to arrange safe and adequate transportation.

**3.2.** Schedules for activities shall not conflict with the regularly organized transportation schedule that provides transportation to and from school for all children.

**3.3.** Buses shall be covered by insurance as provided by State Law.

**3.4.** Buses operating on extra duty/extracurricular assignments shall be driven by regularly employed or substitute bus operators. The use of chaperones on buses operated for extra-duty assignments shall require prior approval of the superintendent or his/her designee. A list of all persons traveling on a bus operated for an extra-duty assignment shall be provided to the bus operator. Any non-employee who seeks to ride on a bus must complete volunteer training and be approved by the county board before riding the bus. This provision is not intended to preclude any duly hired coach or sponsor of a team or group to ride a bus with said team or group to a school-sponsored event.

#### **4. COUNTY POLICIES**

**4.1.** All requests for use of school buses for extra duty/extracurricular or extra-curricular trips are to be submitted in writing to the Director of Transportation using the form provided by the Transportation Department. No bus shall be used for extra duty/extracurricular or extra-curricular activities until approval is granted by the Director of Transportation or Superintendent.

**4.1.1** All overnight trips must be submitted, placed on the agenda and approved by the Board of Education. Refer to section 4.4 for the timely submission of bus requests.

**4.2.** When Curriculum or Special Education funding is to be used to pay for the trip, the request must be routed through the Director of Curriculum or Director of Special Education. Administrators must allow enough time for this request to be approved and forwarded to the Transportation Director to meet the 2 week (14 days) deadline.

**4.3.** All extra duty/extracurricular requests must give the activity, date of the activity, number of students and chaperones participating, number of buses desired, and the time schedule. The scheduled driver **MUST** allow 30 minutes for the pre- and post-trip inspections and fueling. The scheduled driver will be allowed transportation time to and from their assigned parking spot. (Truck speed limits apply to school buses.)

**4.4.** Request for permission to use buses for extra duty/extracurricular and extra-curricular trips should be submitted at the earliest possible date, but in all cases should reach the Transportation Director no later than two (2) weeks (14 calendar days) prior to the anticipated trip (including education objectives). An updated trip list will be available on Travel Tracker calendar weekly to all schools. This list will included all upcoming trips on file in the transportation office. The Request for travel by bus **MUST** be completed in its entirety before the trip can be approved. Athletics are exempted from submitting education objectives and in some instances athletics may be exempted from bus request forms for sectionals//regionals/state competitions.

**4.5.** Principals are to closely monitor extra duty/extracurricular trip requests at their respective schools so that only the most necessary trips are requested. Trips are limited to within the state unless otherwise approved by the SCBOE.

**4.6.** The following student load limits shall be observed on extra duty/extracurricular trips, and specifically sporting events:

Capacity of Bus Equipment	Load With Equipment	Load Without
71	40	48
77	46	51

\* All equipment for any sport must be in an equipment bag and stored in the seat with the coach. Students are not permitted to transport their individual equipment on their person.

**4.7. Scheduling of Drivers.** The Superintendent's designee is responsible for assigning ALL drivers on a rotating basis according to seniority with their bus center. Should there be more than one driver needed for a trip or trips on the same day, the Superintendent's designee shall assign drivers in sequence of seniority within their bus center. Seniority provides the drivers priority in accepting such assignments, followed by other fellow employees within their bus center on a rotating basis according to the length of their service time as a school bus operator until all such employees have had an opportunity to perform similar assignments. If a regular driver is not available from a needed driver center, an approved substitute may be used. Such substitutes shall be used on a rotating seniority basis.

**4.7.1** When a driver is called or e-mailed to drive for a trip, he or she will have no more than 8 hours (or one work day) to respond. This will be documented by the Transportation Director or the designee. If he or she does not respond within the designated amount of time the rotation will continue to the next driver. It is the responsibility of the driver to provide the Transportation Director's office with the correct phone numbers to contact them regarding trips.

**4.7.2** The rotation of regular bus operators shall be called through once and then will move onto substitutes then emergency substitutes.

**4.8.** In accordance with the provisions of W.Va. code §18A-4-16 that allows for an alternative procedure for making extra-curricular service personnel assignments,

**4.8.1** Extra duty/Extracurricular Assignments shall be offered to regularly employed drivers first and then to substitutes.

**4.8.2** Bus Trips, and Summer Activities Runs are to be assigned based upon county wide seniority on a rotational basis. And then to substitute drivers.

**4.8.3** Once an extra duty/extracurricular trip has been assigned, if that trip is cancelled by the school due to weather, the driver would be offered the next unassigned trip in lieu of changing other already assigned trips.

**4.8.4** If a school cancels a trip within twenty four hours of the trip, other than for the reason of weather, they will owe the assigned driver three hours pay or the length of the trip, whichever is less. (The driver may forgo the pay and move to the top of the rotation for the next assigned trip). If for some reason the cancelled trip still takes place with another means of transportation other

than school bus transportation, the school must pay the full amount of the trip pay to the previously assigned driver. Trips are automatically cancelled if there is no school.

**4.8.5** Should a driver not be able to take a trip, the driver must call the Transportation Director's office to cancel. Reassignment will be the responsibility of the Transportation Office and will follow the seniority/rotational methods. Drivers are not permitted to trade trips.

**4.8.6** All School Bus Operator Assignments shall adhere to the off duty time regulations set forth in Policy 4336, Section 14.

## **5. DRIVER'S PAY**

**5.1.** Extra duty/extracurricular trips are to be paid at no less than one-seventh of the employee's daily total salary for each hour the employee is involved in performing the assignment the extra duty/extracurricular assignment. If the extra duty/extracurricular assignment prohibits the driver from making his morning or evening run, the driver is docked the time for either the morning or evening run or the one-seventh rate applies for the number of hours the driver is involved in performing the duties. These are trips outside of the driver's regular assignment run. The driver is to be paid by the SCBOE, which in turn is to be reimbursed by the requesting agency.

**5.2.** County Schools follows the Fair Labor Standards Act and W.Va. Code in regards to pay for extra duty/extracurricular and extra-curricular trips.

**5.3.** Bus drivers shall record on their time sheets their actual hours worked.

**5.4.** Overtime shall be awarded after a driver has accumulated 40 actual work hours per week.

## **6. GENERAL INFORMATION**

**6.1.** In all cases regarding extra duty/extracurricular or extra-curricular trips, the school buses owned by the SCBOE shall be driven or operated only by drivers regularly employed by the SCBOE, SCBOE approved substitutes, or on an emergency basis, certified employees of the Transportation Department.

**6.2.** Whenever private vehicles are utilized to transport students for extra duty/extracurricular school sponsored events, the driver must be an adult, preferably a parent or SCBOE employee.

**6.3.** Verification by the principal of liability insurance is required for the utilization of private vehicles to transport students for school-sponsored events.

## **7. SEVERABILITY.**

If any provision of this policy or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this policy.