

NEGOTIATION AGREEMENT BETWEEN RICHMOND-BURTON BUS DRIVERS AND  
RICHMOND-BURTON #157 BOARD OF EDUCATION  
SCHOOL YEARS: 2021-22, 2022-23, 2023-24, 2024-25, 2025-26

**DRIVERS RECRUITMENT** – The Board of Education, as owner and manager of the transportation system for Richmond-Burton Community High School, shall continually engage in an active driver recruitment program to insure the best and most qualified drivers available are transporting Richmond-Burton area school children.

**APPLICATION PROCEDURE** – All prospective driver candidates must complete an application form, available in the Transportation Office, which is to include prior work experience and personal references prior to consideration as an employee. Each new driver will be required to sign an agreement with the school stating that they will forfeit all training pay and costs of a physical exam if they were to leave the school employment within one year of date of employment.

**TRAINING** – The Director of Transportation is responsible for the training of drivers. Each candidate for the position of bus driver must complete the following training prior to employment.

Pass the annual physical exam, substance abuse screening, annual and random, and fingerprinting, which is required by the State of Illinois. Failure to pass the physical exam or any substance abuse screening, or fingerprinting will result in dismissal. District #157 will adhere strictly to this policy to insure the safety of the children, staff, and general public.

Behind the wheel bus training over public roads in the presence of the training instructor under the supervision of the Director of Transportation employed by the Richmond-Burton Community High School.

- Record and check bus procedures as directed by the training instructor.
- Review of Driver Policy Manual as directed by the Transportation Director.
- Review of Random Drug Testing Requirements.
- Review Railroad Safety Procedures.
- Preliminary safety review and breakdown procedures as outlined by the Transportation Director.
- Pass the CDL Bus Driver tests, written and road, with license clearance. Every driver must possess a CDL with “B” classification and “P & SB” endorsements.
- All new drivers will serve no less than 90 days probation period from the date of CDL licensing.

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**CERTIFICATION** – All bus drivers for District #157 must have completed State Certification as a School Bus Driver before moving a school bus with children on it. Certification must be kept current. This is the responsibility of the driver. We will not allow drivers to drive on thirty (30) day grace period. Drivers letting their certification lapse may be suspended for a two-week period or possible termination at the Director of Transportation discretion. The Director will determine dates of suspension.

**INITIAL TRAINING, REFRESHER COURSE AND SCHEDULED MEETINGS**–

Each new driver is required to attend the State Sponsored Initial training course. All drivers must attend a refresher course before renewing their permits. The County Wide refresher course is mandatory for all drivers. In addition, all drivers will be required to take a CPR course every 2 years. Drivers employed by this district will be paid their regular wage per hour for attending these courses. All drivers must attend all scheduled meetings for which they will be paid regular wages. If you miss a driver's meeting you have 1 week to view the tape. Failure to do so will result in an infraction. With prior approval there is One (1) excused meeting per school year. The State mandates these meetings. Failure to attend meetings could result in suspension or termination. **At no time should children attend meetings or training courses.**

**EMPLOYEE RECORDS** – Records of attendance, driving violations and general information shall be kept in the Office of Transportation. It is the responsibility of the driver to report all moving violations they receive which includes personal or professional violations. Report the violation to the Transportation Director within a minimum of two (2) days of violation. These shall include those evaluations by supervisor as available. The director has the right to dismiss anyone convicted in a **DUI**, serious traffic offenses, or a positive drug or alcohol test. Any driver that has **repeated traffic offenses** may be required to attend Driving School at their own expense and/or be subject to further disciplinary action that may include dismissal.

**ATTENDANCE** – a driver who is absent because of illness is to call the Director of Transportation no later than 5:30 a.m. on the day of absence and preferably no sooner than 5:00 a.m.. If there is continued or anticipated illness, contact the Director as soon as possible, preferably the day before. No messages are ever to be left with other family members or on an answering machine. No family member calls in a driver's absence unless it is an emergency. Time taken off for whatever reason with the request of no pay, may impact overall performance. Drivers who are consistently absent from work will be disciplined and could be dismissed. Requests for unpaid vacation will be handled on a first come first serve basis, and will be approved only if a substitute driver can be scheduled. Previous year's attendance will reflect on additional route assignments, i.e. charters, special runs, etc.... Excluding serious illness or emergencies.

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**CHARTERS** – Charters will be assigned to drivers by the Director on a rotating basis by seniority. Exceptions to this will be drivers with students that participate in school activities, and take trips of all kinds through out the school year.

- A driver may have the option of refusing a charter by submitting a trip refusal form to the Director of Transportation, which must be submitted no later than three (3) days prior to the trip with the exception of illness or emergency. The next driver in turn will have the choice of acceptance. All drivers are encouraged to drive charters. Charters cannot be changed or traded without Directors approval.
- Check in time for charters during school hours is 15 minutes prior to charter – for non-school hours is 30 minutes prior to charter.
- Specific times for charters are not guaranteed. Be prepared to stay longer if needed. Know directions (have maps and ask other drivers). You are to remain at the charter unless permission to do otherwise is given prior to the trip.
- No unauthorized person or persons are to be allowed on charters. The Director of Transportation must approve passage for other than students or teachers. No teacher or supervisor has the right to request unauthorized stops that are not posted on the driver's charter card. Authorized stops, including food stops, are permitted ONLY with pre-approval. Supervisor stop requests outside of the driver's authorized trip itinerary MUST be reported to the Director.
- It's the driver's responsibility to always have a cellular phone and a school student listing.
- All charter buses must be cleaned and fueled after each trip or immediately in the morning of the next working day. Failure to do so will result in a written infraction.

**BENEFITS:**

**PHYSICAL EXAM:** The cost of the annual physical exam, substance abuse screening, annual and random, and fingerprinting which is required by the State of Illinois, the hepatitis B vaccination plus 1 (one) tighter shall be assumed by District #157. If employee fails annual physical exam any subsequence exam costs will not be assumed by District #157.

**HEALTH INSURANCE:** Bus Drivers, employed by District #157 on a full time basis, may participate in the Health Insurance Plan offered by District #157. The District Health Insurance Plan consists of a PPO 1200 plan, in addition to a \$450 annual medical reimbursement, subject to IRS guidelines. Family plan is available through payroll deduction. All full time drivers receive individual insurance benefits at the limits described above. Full time means 25 hours per week minimum. (See full-time classification.)

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**DENTAL INSURANCE:** The Board shall furnish, at its expense, the District's dental insurance plan for the employee. Family coverage for dental insurance shall be allowed by payroll deduction at the employee's expense.

**LIFE INSURANCE:** All full time bus drivers employed by District #157 will receive a \$25,000 term life insurance policy and accidental death and dismemberment coverage paid for by the District.

**IMRF:** All personnel employed by District #157 in excess of 600 hours per year, are mandated to receive all benefits available under Illinois law as stated in the Act.

**WORKMAN'S COMPENSATION:** All personnel employed by District #157, are eligible for benefits under the Workman's Comp Act as stipulated in the Act.

**SICK LEAVE:** All employees will earn ten (10) paid sick days each school year, accumulative to 250 days. Sick days will be earned according to the schedule provided by the District 157 Bookkeeper. Payments are based on number of hours of daily assignment. Continuous sick leave of more than three (3) days will require a physicians statement before employee returns to work. Sick days may not collect until after probation period.

**PERSONAL DAYS:** Each employee will be entitled to two (2) paid personal days each school year. If the days are not used, it will be added to the employees' accumulated sick leave. The Transportation Director must approve use of this day in advance. May not collect until after probation period.

**DISABILITY INCOME:** All personnel employed on a full time basis by District #157 shall have disability insurance paid for by the District. Part-time employees will receive disability through IMRF.

**COSTS OF THE CDL:** Initial Training, Refresher course, and all state mandated charges required for the CDL, regardless of driver's State of residency, will be paid by District #157.

**MILEAGE COMPENSATION:** All drivers shall receive compensation for mileage and two (2) hours for time spent on random drug testing at regular rate pay.

**BEREAVEMENT:** Any employee of District #157 shall receive three (3) days off, in the event of a death in the immediate family. The three (3) days can be requested with the following options: Sick days, personal day, or with no pay. Immediate family includes: spouse, children, siblings, parents, grandparents, and in-laws. Bereavement leave shall not exclude an employee from receiving Holiday Pay.

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**HOLIDAY PAY:** All full and part-time employees will receive six (6) paid Holidays, (Labor Day, Columbus Day, Thanksgiving Day, Christmas Day, New Years Day, and Memorial Day). Drivers must work their regular scheduled hours the day before and the day after each Holiday (Exception: Memorial Day). Holiday pay is based on your regular scheduled hours.

**FINDER FEE:** Finders fee given to any employee who recruits a new driver. This new driver must pass their probation period. The fee will be \$100 for the length of this contract.

**PERFECT ATTENDANCE BONUS:** A perfect attendance bonus of \$100 (subject to IRS guidelines) will be given to those employees who at the end of each school quarter have not taken **ANY** days off.

### ***Daily Responsibilities***

**CHECK IN PROCEDURES:** Each driver shall check in with the Transportation Office immediately upon arriving at the transportation facility. Drivers are required to punch in on the time clock 30 minutes before A.M. and P.M. routes and 15 minutes before Midday route unless a DOT is required.

**CHECK IN PROCEDURES FOR VANS:** Each van driver shall check in with the Transportation Office immediately upon arriving at the transportation facility. Van drivers are required to punch in on the time clock 15 minutes before A.M. and P.M. routes. Exception to this is when you need to D.O.T. a regular bus.

**SPECIFIC CHECKS TO BE DONE DAILY:** As per D.O.T. – neglect of proper D.O.T. will result in retraining, at driver's own expense.

**KEYS:** All bus keys must be placed properly in the box provided at the end of your assigned day.

**MAINTENANCE RESPONSIBILITY:** Each driver is responsible for insuring the proper maintenance of the vehicle they drive. The workday is designed to provide time to perform these duties. All drivers shall report any bus problems to the mechanic on duty through a written maintenance form and shall continue to refer to them until it has been corrected. Infractions will be issued for any of the following:

- Cleanliness (i.e. floor, windows, dash).
- Equipment not turned off when parked.
- Hatches or windows left open.

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- Unfueled buses, less than ½ tank in warm weather, ¾ tank in freezing temperatures. Route buses are to be left full at the end of the work week. Third infraction of same offense will result in loss of ½ day of wages.

## ***ROUTES***

**ROUTE ASSIGNMENTS:** The Director of Transportation assigns all routes. A driver, who wishes to change their route, may make a request to the Director of Transportation. The request is to be written. All requests will be considered, but the final determination rests with the Director of Transportation and the Superintendent. Drivers may not reassign a portion of their driving assignments.

**TIME SCHEDULES:** All drivers shall adhere to the schedule assigned to them. A driver is not to arrive at the stop on a run more than thirty (30) seconds early. Scheduled time per route sheet is the time at which the bus should be at the first stop for that route and not the time when the driver should be leaving the District Service Center. All drivers will adhere to the designated stops, pick-up and dismissal, as defined by the Director of Transportation.

Any special instructions issued and not followed, will result in an infraction Third infraction of same offense will result in loss of ½ day of wages

**HOURS:** Each driver shall be assigned regular hours by the Director of Transportation.

**SUBSTITUTE DRIVERS:** Substitute drivers will be used whenever possible, in the absence of a regularly scheduled driver. Substitute drivers will be asked by seniority.

## ***Conduct***

### **EMPLOYEE BEHAVIOR:**

- All employees shall be courteous.
- Strong Language or physical violence will not be tolerated.
- No driver is to indulge in any alcoholic beverage or use of controlled substance while on District time.
- No driver is to report to work with any alcoholic beverage odor on his/her person or show signs of use of controlled substance, under penalty of law.
- There is no smoking on or near a school bus, or any school property.
- All employees shall not indulge in derogatory "shop talk" about district policies, personnel, students, and parents in or out of the work place.
- Any grievances or problems may be aired at a meeting with the Director of Transportation or a Driver Representative.

Violation of this policy will result in disciplinary action, which could include termination.

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**DRESS ATTIRE FOR DRIVERS**

It is the policy of the Transportation Department that each employee's dress, grooming, and personal hygiene should be appropriate. Drivers are expected to present a positive, respectful, professional appearance.

Short shorts, halter tops, transparent shirts, lack of undergarments, excessively tight clothing, torn or soiled clothing, clothing advertising alcohol, tobacco, or drugs, clothing with profanity, sexual or gang innuendoes are all examples of inappropriate attire.

Safe and appropriate footwear must be worn while driving a District 157 vehicle.

- Prohibited footwear: Strapless shoes, opened toe shoes, wooden soles, clogs and soles in excess of 1-1/2".
- Exception to this is when winter footwear is necessary.

Any employee who does not meet the standards of this policy will be required to take corrective action as directed by the Director of Transportation Management. Violations of this policy may result in a written infraction.

***Payroll Procedures***

**WAGES:** Drivers wages will be determined on the basis of the time card. It is the driver's responsibility to follow the punch in procedures relating to their time card. Wages are paid on a Bi-weekly basis and the pay of the respective driver is determined by his/her time card. Failure to punch in or out without a valid excuse signed by management will result in loss of 15 minutes.

**TRANSPORTATION PAYROLL SCHEDULE:** All drivers will be paid for time worked according to payroll schedule. All extra duties such as meetings, CPR, refresher course, safety instructions, etc. will be paid at driver's regular hourly wage.

**OVERTIME PAY:** any driver in excess of 40 hours per week will be paid 1-1/2 times pay.

***CLASSIFICATION OF DRIVERS***

**FULL TIME:** Any driver who works a minimum of five (5) hours per day, excluding Early Childhood Education route.

**PART-TIME:** Any driver who is assigned a minimum of three (3) hours per day, excluding Early Childhood Education route.

**SUB DRIVER:** Any driver who drives in the absence of any full time or part-time driver.

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**SENIORITY:** Based on date of employment regardless of driver classification.  
Any driver who voluntarily requests reclassification to sub driver status forfeits accrued seniority attained prior to reclassification.

**Bus Use Policy:** The school may provide transportation, to children for extra curricular activities. These buses are only to be driven by certified Richmond-Burton bus drivers.

### ***Length of Agreement***

This agreement will be in effect from July 1, 2021 to June 30, 2025

### **TRANSPORTATION SALARY SCHEDULE**

	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>
Training Period	\$15.76/hr	\$16.71/hr	\$17.37/hr	\$18.07/hr	\$18.79/hr
After Probation	\$16.29/hr	\$17.27/hr	\$17.96/hr	\$18.68/hr	\$19.42/hr

Drivers:	8%	6%	4%	4%	4%
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**CHARTERS**                      \$25.00/hr or higher Drivers wage.

**NOTE:** All new hires with previous bus driving experience will receive no more than two (2) years credit on the salary schedule.

SPECIAL ED ROUTES receive \$.75/per hour over their regular hourly wage, at the discretion of the Director of Transportation.

LIFT BUS DRIVERS/ ROUTES receive \$1.00/per hour (with aide) and \$2.00/hour (without aide) over their regular hourly wage, at the discretion of the Director of Transportation.

SUB DRIVERS stand by hourly pay of one (1) hour when requested by Route Coordinator.

REGULAR ROUTE DRIVERS stand by hourly pay of one (1) hour when requested by Route Coordinator.

Emergency Situation: When requested by the route coordinator to extend normal work hours, drivers shall be paid regular wages for additional time.

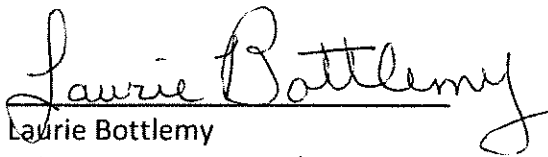


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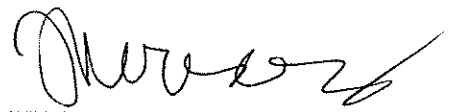
Richmond-Burton High School District # 157

TRANSPORTATION

BOARD OF EDUCATION

  
Laurie Bottlemey

Driver Representative/Date



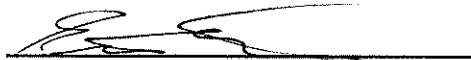
Tracy Highley

President, Board of Education/Date



Debra Walsh

Driver Representative/Date



Steve Holtz

Secretary, Board of Education/Date