

# Mora Public Schools

## Bus Driver Agreement/Assignment

July 1, 2022 – June 30, 2024

<b><u>Wages:</u></b>	<b><u>2022-2023</u></b>	<b><u>2023-2024</u></b>
Base rate bus route, pre-school & ESY routes:	\$97.00	\$100.00
Rum River route:	\$83.00	\$85.00
Hourly rate: (includes field trips, extra-curricular, pre/post inspection trip, fuel, clean-up, & shuttle)	\$17.00	\$17.50
Transportation Aides hourly rate:	\$15.01	\$15.46

**Plug-in allowance:** \$3.00/day as required per Transportation Maintenance advice.

**Route:** A route is defined as a bus driver's daily district driving assignment, mornings and afternoons on every student day. A driver defined as full-time, will drive mornings and afternoons every day (home pick-up to school and school to home). A route includes all stops assigned by the District.

**Probation:** After six (6) months of driving a regular route, the employee shall be released from probationary period.

**Renewal process:** Compensation and items related to a bus driver's assignment shall be determined through meetings between an authorized representative(s) of the District and selected representatives from the bus drivers every two years. The final agreement will be approved by the majority vote of the drivers.

**Extra-curricular trips and field trips:** Will be paid on an hourly basis. It is understood that certain extenuating circumstances can occur on a given trip. When that happens and it results in added time for the trip, appropriate compensation will be provided upon receipt of documentation of those circumstances from the driver. Opportunities to drive for extra-curricular trips will be offered to all drivers on a rotating basis. An attempt will be made to give equal access to these trips to all drivers. Regular route drivers will be allowed to drive for extra-curricular trips even when the trip demands that they miss their regular route as long as a sub driver for that route is available.

**Obligations:** Drivers are bound by all laws and regulations determined by the Federal, State and local government agencies. They are also bound by this agreement/assignment document, School Board policy, and the procedures and regulations provided by the District.

**Bus parking:** Bus use is for school district business only. When in operation, buses are to be used for student transportation on assigned routes. When the route is complete, the bus is to be returned to one of the described parking places. While in the Mora School District, buses are to be parked on school district property or, with prior approval, at the home of the driver. As of January 1, 2013, these two descriptive locations are the only District approved sites for buses to be parked or left

unattended. Violation of this policy will result in loss of 'home parking' privilege. If home parking privilege is revoked, the bus will be parked at the bus garage/transportation center. The driver will be expected to operate the route with the bus garage/transportation center as the start and finish point for the route. Prior written approval from the Transportation Director and the Superintendent will be required to regain home parking privilege.

**Beginning year route set-up:** Drivers will receive compensation at the hourly rate for actual time worked from a minimum of four (4) hours to a maximum of six (6) hours, for preparing routes at the beginning of the school year. New route drivers will receive compensation at the hourly rate for actual time worked beyond the maximum six (6) hours with prior supervisor approval.

**Holidays:** Drivers and Transportation Aides will receive 6 paid holidays per school year. Thanksgiving Day, Christmas Day, New Year's Day, President's Day, Good Friday and Memorial Day.

**Physicals:** Physicals will be paid for by the District at the prevailing rate for a Department of Transportation (D.O.T.) Physical on a schedule as required by law.

**Drug testing:** Drug testing is a requirement of employment, thus the time to complete the drug testing procedure will be compensated at the hourly rate for actual time spent up to a maximum of two (2) hours. The District may request a written verification from the testing clinic's staff of the employees check-in and check-out times.

**Sick leave:** Drivers and Transportation Aides will earn sick leave at the rate of one day for each month of service each school year (9 months). Sick Leave may accumulate to a maximum credit of ninety (90) days. A medical certificate may be required as evidence of illness, but final determination of eligibility is reserved to the District.

**Sick leave buy back:** Employees with an accumulated minimum of forty-five (45) days of unused sick leave as of June 30 of each year may sell the remaining unused days earned in the prior twelve-month period to the District. The days will be purchased at 100% of the base rate up to a maximum total of \$4000 in any one year.

**Sick leave pool:** A sick leave pool is available for use by a regular route driver experiencing a long-term, catastrophic illness of the individual driver.

- a. Requests for use of the sick leave pool days must be made in writing to the Superintendent. A medical certificate must be provided upon application for use of the sick leave pool.
- b. Acceptance or denial of use of the sick leave pool will be made by the Superintendent and given in writing to the individual requesting the use.
- c. In order to donate hours to the pool, drivers must have a minimum of 45 sick days accumulated. Each driver may donate up to 5 days of his/her accumulated sick days to the pool each year.
- d. A maximum of 25 days may be donated to the pool in one school year.
- e. Any unused days would not be returned to the individuals who contributed and unused hours will not be carried over to the next year.

**Emergency leave:** Up to five days of sick leave may be requested of the Superintendent, in writing, for use in cases of death or critical illness in the immediate family (wife, husband, siblings, parents, in-laws) of the employee or his/her spouse. Others may be included if it is determined that the relationship is equivalent to a member of the immediate family.

**Personal leave:** Full-time drivers shall be granted three (3) days per year, non-accumulative, of personal leave deducted from sick leave. All requests for personal leave must be made in writing to the Superintendent.

**Family leave/allowable leave:** An employee may be granted a family leave, without pay, in the case of child care, or extended family illness, by submitting a written request to the Superintendent at least three months prior to the starting date of the leave. The request shall include the anticipated beginning and ending dates of the leave. In granting the leave, the District shall consider the best interests of the District and its children. This leave shall not exceed a twelve-month period. Upon returning from this leave the employee shall be reassigned to a position comparable to his/her prior position, unless he/she is physically and/or mentally unable to perform the duties of that position.

**Other leaves of absence:** Unless an emergency situation arises, leave requests not outlined in this assignment document will be considered only on an individual basis with the following restrictions:

1. Application for the leave must be made in writing to the Superintendent of Schools at least 30 days prior to the commencement of the leave.
2. All leaves are subject to the availability of an adequate, qualified substitute driver.
3. The number of drivers on leave and the duration/frequency of leaves, will be limited.
4. All leaves are subject to the approval of the School Board.

**Vacancies:** Vacancies will be posted in the bus garage by the District Office to allow drivers an opportunity to apply for a change of route.

**Complaints/grievances:** Complaints/grievances not handled informally with the direct supervisor should be addressed in writing to the Superintendent. The Superintendent will respond in writing within ten (10) working days. The final step, if necessary, is to present the concern in writing to the School Board. The driver may discuss the concern with the Board, if the Board deems it necessary.

**Comparable Worth:** In the event the District's Comparable Worth Plan is not found to be in compliance, the pay rate for the affected job rating will be adjusted as necessary.

**Workers Compensation:** The District and the employee will follow all Federal and State requirements for Workers Compensation.

**Jury duty:** Drivers serving jury duty during their assigned bus-driving duty hours shall receive their regular daily compensation from the District. Upon receipt of jury duty pay, the driver shall immediately remit the endorsed check to the District, if the compensation is for assigned duty hours.

**School closings/E-learning days/late starts/early releases:** In the event school is closed on a regularly scheduled day, drivers will make up the day when the regularly scheduled school day is made up. In the event the day is not made up, the driver will receive two hours 'call off' pay. The

rate of 'call off' pay will be equivalent to the hourly rate for field trips and extracurricular events. In the event school is closed due to a weather related condition and an E-learning day is implemented, the drivers will have the option to receive full route pay and make up the hours, or receive one-fourth (¼) of their route pay without make-up hours. When there is a late start or early release, routes will begin at the time appropriate to start such start or release.

**Non-Route call-offs/changes (field trips, extracurricular events, etc.):** Drivers affected by canceled runs (field trips, extracurricular events, etc.) will receive a 2-hour hourly rate call-off pay if they have begun their drive to work. If a run is changed and the driver has reported for work, they will be paid the waiting time if they will be continuing that run.

**Jackets:** The District will provide 75% of the cost for a district-approved jacket up to a contribution of \$75 maximum per Driver and Transportation Aide , once every four (4) years. Jackets shall be issued for new Drivers and Transportation Aides after successful completion of their probationary period.

**Plug-in allowance:** The District will pay those drivers who bring their buses home and plug them in during the wintertime at the rate described above.

**Bus Washing Compensation** - The District shall pay the hourly rate, \$17.00 (2022-23) and \$17.50 (2023-24) every two weeks for Drivers who wash their route bus or vehicle. The Transportation Director will develop a system for washing and recording pay for drivers.

**Meal stipend:** For the 2022-24 school years, drivers will be eligible to receive a stipend of \$10 for a meal after the first four hours of continuous trip driving. Drivers will be eligible to receive an additional stipend of \$10 for eight hours of trip driving. Drivers are responsible for submitting a claim for the stipend(s).

**Mandated training:** Time spent in mandated training would be compensated at the hourly rate.

**End of year driver stipend:** *Regular route bus drivers* - for permanent regular bus route and preschool drivers. A \$300 stipend will be paid to drivers who lose no points for the entire school year. Point deductions will be at \$1.00 per point. Drivers must thoroughly clean (inside and out) and return the bus to the supervisor within seven days after the end of the regular school year. Stipends will then be issued when the bus is inspected by the supervisor. Any permanent regular route driver who begins employment after the start of a school year, may be eligible for a prorated portion of the stipend at the discretion of the Superintendent.

1. **Employment** - (100 points = \$100) will be awarded to a driver who completes the entire year and completes pre-trip inspections for every trip. This includes having first aid kits and fire extinguishers on board the bus at all times. (25 points = \$25) will be deducted for failure to complete pre-trip inspections or the careless completion of an inspection. (25 points = \$25) will be deducted if a driver misses a mandatory meeting or training. A driver who is terminated or resigns before the end of year is ineligible for any pay.
2. **Attendance** - (100 points = \$100) will be awarded to a driver with excellent attendance. Personal days are excluded from deduction of points. 25 points will be deducted for each ½

day missed for the first two instances and 50 points will be deducted for any other instances. One day may be excused for an emergency (frozen pipes, funeral, etc) at the Superintendent's discretion.


3. Accidents - (100 points = \$100) will be deducted for any chargeable accident. This includes backing into anything, hitting the mirrors, damaging the bus. This can include exercising poor judgment (at the discretion of the Transportation Director) and/or getting the bus stuck. This deduction can happen more than once.

*Rum River route drivers* - for permanent regular Rum River route drivers. A \$250 stipend will be paid to drivers who lose no points for the entire school year. Point deductions will be at \$1.00 per point. Drivers must thoroughly clean (inside and out) and return the vehicle to the supervisor within seven days after the end of the regular school year. Stipends will then be issued when the vehicle is inspected by the supervisor. Any permanent regular Rum River route driver who begins employment after the start of a school year, may be eligible for a prorated portion of the stipend at the discretion of the Superintendent.

1. Employment - (100 points = \$100) will be awarded to a driver who completes the entire year and completes pre-trip inspections for every trip. This includes having first aid kits and fire extinguishers on board the bus at all times. (25 points = \$25) will be deducted for failure to complete pre-trip inspections or the careless completion of an inspection. (25 points = \$25) will be deducted if a driver misses a mandatory meeting or training. A driver who is terminated or resigns before the end of year is ineligible for any pay.
2. Attendance - (75 points = \$75) will be awarded to a driver with excellent attendance. Personal days are excluded from deduction of points. 25 points will be deducted for each ½ day missed for the first two instances and 50 points will be deducted for any other instances. One day may be excused for an emergency (frozen pipes, funeral, etc) at the Superintendent's discretion.
3. Accidents - (75 points = \$75) will be deducted for any chargeable accident. This includes backing into anything, hitting the mirrors, damaging the vehicle. This can include exercising poor judgment (at the discretion of the Transportation Director) and/or getting stuck. This deduction can happen more than once.

**This Agreement/Assignment is in effect July 1, 2022 - June 30, 2024.**

Mora School Bus Drivers

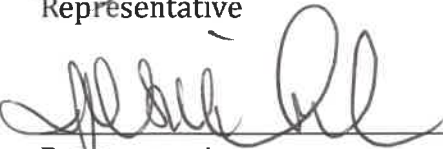
  
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Representative

Independent School District 332, Mora

  
\_\_\_\_\_  
School Board Chair

  
\_\_\_\_\_  
Representative

  
\_\_\_\_\_  
Clerk

  
\_\_\_\_\_  
Representative

Dated: 7/19/2022

Dated: 7/7/2022