

# Geneva Community Unit School District 304



## School Bus Driver Working Conditions Agreement

July 1, 2014 – June 30, 2017

Board of Education Approved January 27, 2014

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## Conditions of Employment

1. A glossary of terms is included at the end of this working conditions agreement.
2. All school bus drivers are subject to a one (1) year probationary period from the official employment date.
  - 2.1. The official employment date is considered to be the first day a school bus driver drives a route with students on board. If training is received in district, the date of employment will be the date of the driving test. The driver seniority date is the first day of driving students.
  - 2.2. A school bus driver will be evaluated at least two (2) times during the one (1) year probationary period.
  - 2.3. A school bus driver in his/her first ninety (90) days of work, excluding non-attendance days in June, July and August, is not eligible:
    - 2.1.1. For field trips (when all drivers available have been exhausted, a new driver with prior bus driving experience may be used)
    - 2.1.2. To serve as a substitute on a kindergarten route
    - 2.1.3. To serve as a substitute on an activity route
3. Seniority will be determined by the official employment date.
  - 3.1. If two or more drivers have the same official employment date:
    - 3.1.1. The driver with the earliest application date will appear first
    - 3.1.2. If the application dates are the same, drivers then will appear on the seniority list in alphabetic order
  - 3.2. If a driver leaves the District as a school bus driver either by working in another position, department or ceasing employment with District 304 and rehired:
    - 3.2.1. The driver will not retain their previous seniority
    - 3.2.2. The new employment date will be used for all seniority purposes
4. The establishment, assignment and administration of all bus routes shall be the responsibility of the Director of Transportation based upon the following criteria (each criteria listed below has equal weight following seniority):
  - 4.1. Seniority
  - 4.2. Nature of the route
  - 4.3. Performance in prior years
  - 4.4. The driver preference

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5. The work week is defined as Sunday through Saturday.
  - 5.1. All hours in excess of 40-hours per week will be compensated at an overtime rate calculated based on *The Fair Labor Standards* formula for multi-rate jobs (see glossary of terms for examples)
  - 5.2. All drivers will be compensated for no less than actual bid time of route
  - 5.3. The 7-minute rule will not be used in calculating total hours worked (actual minutes worked will be used)
  - 5.4. All drivers will be compensated every other Friday for hours worked
  - 5.5. It is mandatory for drivers to run AM and Kindergarten routes before the school year starts (as close to actual time as possible) and will be compensated at route pay
6. The following benefits are available for drivers whose routes (AM, PM, Kindergarten, Activity, and Field Trip) exceed 30 hours per week:
  - 6.1 Health Insurance
    - 6.1.1 The District will provide health insurance coverage for those drivers who work an average of 30 hours a week. All types of work (AM, PM, Kindergarten, Activity and Field Trip routes) will be included in determining the work week average.
    - 6.1.2 Eligible drivers must pay the full premium cost of the three summer months of the year. Summer health insurance premiums will be deducted during the school year. Payment for summer health insurance premiums for eligible bus drivers are subject to change per the Educational Support Service Personnel Handbook.
    - 6.1.3 The District will contribute 95% of the health insurance premium for the nine months of the school year for those eligible drivers electing single coverage.
    - 6.1.4 The District will contribute 60% of the health insurance premium for the nine months of the school year for those eligible drivers electing family coverage.
    - 6.1.5 District contribution rates for health insurance premiums for eligible bus drivers are subject to change per the Agreement between the Board of Education and the Geneva Education Association.
    - 6.1.6 The Board and members of the Working Conditions Committee will meet in January of 2015 and once again in January of 2016 to assess the implementation of the Affordable Care Act in District 304. The Board reserves the right to impose a limitation on field trip hours in the second or third year of the Agreement after reviewing the number of eligible drivers who are enrolling in one of the District insurance plans.

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6.2. Dental Insurance

- 6.2.1 The District will provide dental insurance coverage for those drivers who work an average of 30 hours a week. All types of work (AM, PM, Kindergarten, Activity and Field Trip routes) will be included in determining the work week average.
- 6.2.2 Eligible drivers must pay the full premium cost of the three summer months of the year. Summer dental insurance premiums will be deducted during the school year. Payment for summer health insurance premiums for eligible bus drivers are subject to change per the Educational Support Service Personnel Handbook.
- 6.2.3 The District will contribute 100% of the dental insurance premium for the nine months of the school year for those eligible drivers electing single coverage.
- 6.2.4 The District will contribute 50% of the dental insurance premium for the nine months of the school year for those eligible drivers electing family coverage.
- 6.2.5 District contribution rates for dental insurance premiums for eligible bus drivers are subject to change per the Agreement between the Board of Education and the Geneva Education Association.

6.3. Life Insurance

- 6.3.1 The District will provide \$50,000 group term life insurance for those drivers who work on average of 30 hours a week. All types of work (AM, PM, Kindergarten, Activity and Field Trip routes) will be included in determining the work week average.
- 6.3.2 Additional life insurance coverage is available for employees who choose to purchase additional life insurance.

7. The official school calendar, for student attendance, determines the work days that school bus drivers are expected to drive a school bus.

- 7.1. The Director of Transportation will provide all school bus drivers with the official school calendar upon approval of the Board of Education
- 7.2. All new school bus drivers will be given the official school calendar for the current school year and each subsequent school year upon hire

8. Absences – Unpaid Leave

- 8.1. Individuals employed as school bus drivers in District 304 are expected to work each day of student attendance during each school year.
- 8.2. An absence for any reason other than illness on a school day creates an undue hardship for the efficient operation of the transportation department. Therefore, drivers are discouraged from requesting time off on school days.
- 8.3. If such requests are made, the Director of Transportation will use the following process to consider each request:

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- 8.3.1. Any request for time off, for reasons other than illness, should be submitted to the Director of Transportation, when conditions permit, at least two weeks in advance of the requested absence
  - 8.3.2. No more than three absence requests, for reasons other than illness, will be approved on any school day. Ordinarily, requests will not be considered during the first and last week of school, the day before or after a school holiday, the day before or after a school vacation period, or on and before any half day of school
  - 8.3.3. A request for an absence on a day described in 8.3.2 or for more than two consecutive school days, for reasons other than illness, is subject to review and approval by the Director of Transportation and the Assistant Superintendent-Human Resources. Generally, these types of requests will be denied for the purpose of secondary employment, recreation, or family vacations. However, all requests will be reviewed on a case-by-case basis
- 8.4. Lester Kleckner, under a long-standing agreement, will continue to farm as needed.
9. Absences – Sick Leave
- 9.1 Maintaining good attendance is a condition of employment and an essential function of the job. To minimize hardships that may result from illness or injury, the District provides paid sick leave benefits to eligible employees. However, sick leave taken on a repeated basis may be viewed as an abuse of the system. Excessive unexcused and excused absences are cause for progressive corrective action and may ultimately result in dismissal.
  - 9.2. School bus drivers in District 304 qualifying for membership in the Illinois Municipal Retirement Fund shall be eligible for ten (10) sick days per school year. Unused sick leave days at the end of the school year carry forward to the next school year. Upon leaving the District, unused sick leave will be reported to the Illinois Municipal Retirement Fund.
  - 9.3. Sick leave shall include absence by reason of personal illness or injury, including absence due to pregnancy, childbirth, or related medical conditions, or serious illness or death in the immediate family of the bus driver. Immediate members of the family shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parent-in-law, brothers-in-law, sisters-in-law, and legal guardians.
  - 9.4. Sick leave pay is determined based upon the scheduled daily route time. Field trip pay is not included in sick day pay.
  - 9.5. A sick leave day taken before or after a school holiday, the day before or after a school vacation period, or on and before any half day of school will not be compensated unless a note from licensed physician is presented to the Director of Transportation within three days of the absence.

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- 9.6. Three (3) or more consecutive sick leave days will not be compensated unless a note from a licensed physician is presented to the Director of Transportation within three days of the absence. The note from the licensed physician must also clear the bus driver to return to work.
  - 9.7. Drivers must speak directly with the Director of Transportation or one of the Bus Supervisors (leaving a message on the answering machine is not acceptable) during one of the following time frames in the event of taking a sick leave day:
    - 9.7.1. AM Routes – between 6:00 and 6:15 am
    - 9.7.2. Mid-Day Routes – at least 90 minutes prior to the scheduled start of the route
    - 9.7.3. PM Routes – at least 90 minutes prior to the scheduled start of the route
  - 9.8. If a driver returns from any extended absence prior to the scheduled return date, the driver will be allowed to return to work. The substitute driver's assignment ends upon the return of the regular driver.
10. Jury Pay
- 10.1. Drivers will be paid their normal route pay while serving on jury duty. The check received from the county should be endorsed and sent to the District Business Office
11. Professional attire is required. Proper dress code will be enforced by the Director of Transportation. The following dress code applies:
- 11.1. Shorts (should be loose fitting)
    - 11.1.1. No spandex or excessive tight clothing
    - 11.1.2. No short shorts, athletic, running or bicycle shorts are allowed
    - 11.1.3. No shorts shorter than 4 inches above the knee
  - 11.2. Shoes (acceptable: gym-shoes, loafers, low heeled dress shoes and or boots)
    - 11.2.1. No rubber flip-flops
    - 11.2.2. No sandals
    - 11.2.3. No moccasins
    - 11.2.4. No leather soles (must be rubber non-slip soles)
    - 11.2.5. No high heels or shoes with more than 1 ½ inch heels
    - 11.2.6. No croc foot ware
  - 11.3. Shirts
    - 11.3.1. No sleeveless shirts (tank tops, halter tops)
    - 11.3.2. No low cut revealing shirts or blouses
    - 11.3.3. No T-shirts with slogans or inappropriate logos
12. All school bus drivers must attend the monthly safety meeting and August in-service meeting

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- 12.1. Two meetings are scheduled for driver convenience
- 12.2. Drivers will be compensated for attendance at the safety meeting at their regular hourly route rate of pay
13. All school bus drivers must arrive fifteen (15) minutes prior to their scheduled AM departure time for the mandatory bus pre-check
  - 13.1. All school bus drivers are assigned to a single bus; therefore, only one pre-check is necessary per day (driver should check the pre-trip book and if bus was used, a second pre-trip is required)
  - 13.2. Fluid Checks are done by maintenance "every day" (this is normally a 24 hour period or since the bus has last been driven) on all buses. When a driver signs off on their pre-trip inspection, they are also signing that there is a current fluid check for that day (it could be one or more sheets back). If there isn't a current fluid check, the driver should either do a fluid check themselves or use another bus (this would normally happen on a weekend). A class on performing a proper fluid check is offered annually by the Director and a One-on-One class is always available
14. All school bus drivers will arrive five (5) minutes prior to the start of either the kindergarten route or scheduled PM route departure time.
  - 14.1. This time will cover any fueling and cleaning of the bus
15. Clocking In and Out
  - 15.1 Failure to clock in on time eliminates any guarantee of time and driver will be paid only from time actually clocked in. If the dispatcher is called to clock in a driver, it will be a minimum of 10 minutes penalty. If a driver fails to clock out, the driver will be paid until the normal end time of the route. If the system is "down" this does not apply. Multiple failures will result in disciplinary action
16. All school bus drivers who have regularly scheduled routes in excess of 3 ½ hours per day will participate in the Illinois Municipal Retirement Fund (IMRF). The statutory requirement is 4.5% of gross salary.
  - 16.1. Drivers who have previously qualified for participation in IMRF who may have a regularly scheduled route less than 3.5 hours per day will have an administrative review to determine if they qualify for IMRF because of additional duties for Geneva District 304
  - 16.2. In addition, the administrative review will include a review of field trips driven in the most immediate prior school year to determine if those hours, if driven in the current school year would exceed the IMRF qualification of 600 hours per year

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17. All school bus drivers, who qualify for participation in IMRF, shall be eligible for ten (10) sick days per school year.
  - 17.1. Sick day pay is determined based upon the scheduled route time and will not include substitute route time, extra-curricular or field trip pay
  - 17.2. Sick leave is intended for illness and is not to be used for vacation and or personal days
  - 17.3. Sick leave of three (3) working days or more will require a doctor's note prior to the authorization of paid sick leave and return to the workplace
  - 17.4. Any sick leave adjacent to a legal school holiday will not be compensated unless a doctor's note is presented (1 day included)
  - 17.5. Unused sick leave automatically carries forward to the next school year
18. All school bus routes will be available for review by the drivers prior to the picking of Routes. Ordinarily, the posting of routes will occur in August designated by the Director of Transportation. There will be two (2) days to review all routes and two (2) days for route selection
  - 18.1. To ensure consistency and to minimize student discipline issues, all attempts will be made to define school bus routes that have the same school bus driver for the AM and the PM route
  - 18.2. Route information will include the school and the expected start and finish time
  - 18.3. Driver assignment will be made based on the conditions of employment, # 4 of this section, seniority, nature of the routes, performance in prior years and driver's preference
  - 18.4. Drivers will be scheduled to meet with the Director of Transportation, based on seniority, to select routes.
    - 18.4.1. As drivers select routes and routes are approved & assigned by the Director of Transportation, the route sheet will be removed from the table
    - 18.4.2. The meeting schedule for route selection will be distributed to the drivers prior to the last day of the previous school year
    - 18.4.3. A driver who is unable to make the scheduled appointment may designate in writing, to the Director of Transportation, a driver to make their route selection
    - 18.4.4. Drivers who pick a route that is "designated" as early pm completion for field trip, must be available for the "early pm field trip" or do not sign up for the route
  - 18.5. The August safety meeting and State mandated in-service training will occur at a time in August designated by the Director of Transportation. For the 2011/2012

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school year, these meetings will be scheduled sometime during the second full week of August. In the 2012/2013 and 2013/2014 school years, these meetings will be scheduled sometime during the week before the first day of student attendance

- 18.6. The Director of Transportation has the right to eliminate any school bus route that falls below 50% capacity
  - 18.6.1. Routes that become available during the school year will not be posted unless the driver has left the district permanently or taken a leave of absence for the rest of the school year. These routes will be filled by a substitute driver
- 18.7 The route selection process described in #4 of this section will be used to fill planned extended absences, permanent substitute positions, new positions or new routes.
  - 18.7.1. Routes will be posted for 48-hours on the employee notice bulletin board.
    - 18.7.1.1. This notice will be signed and dated by the Director of Transportation
  - 18.7.2. A driver is limited to one AM/PM route change per school year
  - 18.7.3. There will be no changes allowed in Kindergarten or pre-school routes. The driver must keep the route for the entire year
  - 18.7.4. Any driver absent 10% or more of Kindergarten routes will be subjected to a review of the absences by a Review Team. The Review Team will include the Director of Transportation, Assistant Superintendent for Business, and one (1) Working Committee member. It will be the decision of the Review Team if the driver can bid on a Kindergarten route or a full time substitute position in the next school year. Any absence in excess of 10% will be reviewed by the Review Team.
- 18.8 The Director of Transportation, Driver Supervisors, Dispatcher, Transportation Maintenance or Mechanic will not be assigned a regularly scheduled school bus route, but will be permitted to drive when no other school bus driver is available to substitute for a driver who is out as a result of illness or other scheduled absence.
19. For the safety (allergies and cleanliness) of all staff, no animals can be brought into or maintained in the building.
20. A driver may request to review their personnel file by contacting the Human Resources Department.
21. Extra Routes – Kindergarten and Activity Routes:
  - 21.1. The assignment of an activity route or a kindergarten route will be limited to either a kindergarten route or an activity route but not both

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- 21.2. Kindergarten routes will be assigned based on seniority and the criteria listed under this section, 4
- 21.3. Activity routes will be assigned based on seniority and the criteria listed under this section, 4
22. Drivers will be compensated for actual time worked; random drug testing is a condition of employment. On the day the driver is "called" for a random drug test, the route ending time ends when the random drug test is completed
23. If a driver is unable to complete their route due to circumstances beyond their control (mechanical problems, return a student to school, student gets sick on the bus, etc.), the driver will be paid for the scheduled route time (this does not include a scheduled shortened day, such as testing at Geneva High School)
24. All school bus drivers will be evaluated at least two (2) times during the school year
25. All school bus drivers shall have the right to appeal a disciplinary decision by the Director of Transportation to the Assistant Superintendent – Business Services
26. When a school bus driver is not satisfied with the decision of the Assistant Superintendent - Business Services, the school bus driver may initiate the following appeal process:
  - 26.1. Within ten (10) days of receipt of written notification of the disciplinary action, the employee may request in writing a meeting with the Asst. Superintendent – H.R.
  - 26.2. Within five (5) days of receipt of a written request from the employee, to appeal the disciplinary action, the Assistant Superintendent – Human Resources will meet with the employee. The employee has the right to representation at this meeting
  - 26.3. Within five (5) days of the meeting between the Assistant Superintendent – Human Resources and the employee, the Assistant Superintendent – Human Resources will notify, in writing, the employee of the decision regarding the disciplinary action
27. School buses are not allowed to be brought home for any reason without the permission of the Director or a supervisor.

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28. Holidays: Drivers who work on average 17.5 hours per week (those who are IMRF eligible) during the school year receive paid holidays as listed below:

2014/2015 school year	Columbus Day Memorial Day
2015-2016 school year	Columbus Day Martin Luther King Day Presidents Day Memorial Day
2016-2017 school year	Labor Day Columbus Day Martin Luther King Day Presidents Day Good Friday Memorial Day

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## School Bus Substituting

### 1. Permanent Substitute School Bus Driver:

- 1.1 The District may employ permanent substitute school bus drivers to be available for all regularly scheduled AM and PM school bus routes. These positions will be treated as all other routes in the bidding and assignment process.
  - 1.1.1. A permanent substitute school bus driver is scheduled to work each day of student attendance, but does not have a regularly scheduled AM or PM route
  - 1.1.2. A permanent substitute school bus driver has all the rights and conditions under this working conditions agreement as a regular school bus driver
  - 1.1.3. A permanent substitute school bus driver will have a minimum guarantee of time paid equal to the longest school bus route. The guaranteed paid length of this route will be established and documented on the route selection sheet prior to the bidding process
  - 1.1.4. A permanent substitute school bus driver will be restricted from bidding on field trips that would begin or end during any route which they could be assigned
  - 1.1.5. If all other options have been exhausted, the Director of Transportation may assign the permanent substitute school bus driver to a field trip. The permanent substitute school bus driver will be compensated at their regular route wage until their guarantee has been met, at which time the field trip pay will begin.
    - 1.1.5.1. The minimum 2-hour field trip guarantee does not apply under this condition
  - 1.1.6. When a permanent substitute school bus driver has a middle school route, they will clock out at the middle school, north or south, unless they have ample time to return to the garage to clock out at their specified clock out time.

### 2. On-call Substitute School Bus Driver:

- 2.1. An on call substitute school bus driver is a driver that does not have a regularly scheduled route assignment and does not meet the terms and conditions of a permanent substitute school bus driver
- 2.2. An on call substitute school bus driver will not accrue years of services for the purposes of the seniority list
- 2.3. An on call substitute school bus driver will be paid at the first level of compensation for that school year

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- 2.4. An on call substitute school bus driver is not eligible to bid for field trips
- 2.5. A regular school bus driver changing status to an on call substitute school bus driver will not retain or continue to accrue seniority
  - 2.5.1. If a driver wishes to return as a regular school bus driver status, their employment date for the purposes of seniority will be the date the change in status is effective
  - 2.5.2. If this change is associated with a temporary change in status due to a medical leave, the above seniority issues will not apply
3. Substituting for Kindergarten & Activity Routes
  - 3.1. A rotating list of driver substitutes will be maintained for absences based on the seniority list
  - 3.2. When it is known that an absence will be in excess of two (2) weeks, the route will be offered to the next eligible driver on the seniority list.
4. If a school bus driver has his or her name on more than one substitute list and is unable to accept the assignment when requested by the Director of Transportation, then the next school bus driver on the rotation list will be asked until a substitute can be found. The substitute rotation list is continuous and does not revert back to a skipped driver whatever the cause for non-acceptance.
5. The rotating substitute list will be posted and updated whenever a substitute is used and the list changes.
6. Emergency situations will occur. The Director of Transportation, in these rare situations may assign a driver to an AM, PM, kindergarten or activity routes without defaulting to the substitute driver list.
7. When all drivers available have been exhausted, a probationary driver WITH prior experience may be used.

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## Field Trips

1. The field trip rate of pay is \$15.79 per hour
  - 1.1 The field trip rate will increase to \$17.19 in the first year of the Agreement, \$18.59 in the second year of the Agreement, and \$20.00 in the third year of the Agreement.
2. A 2-hour minimum will apply to all field trips
3. A school bus driver must work ninety (90) days for Geneva School District 304 before being added to the rotating field trip list. Once added to the list, a driver in his/her first year of service is restricted to field trips of twenty five (25) miles or less, one-way.
4. Emergency situations will occur. The Director of Transportation, in these rare situations may assign a driver to a field trip without defaulting to the rotating field trip list. This will not alter the existing start point of the rotating field trip list.
5. According to Illinois Law and District Policy, all drivers are required to take a minimum meal break of 30 unpaid minutes no later than the 5<sup>th</sup> hour of a 7 ½ hour or more trip. The bus is to be locked and unavailable during this meal break.
6. All attempts will be made to award a field trip to the driver who selects the field trip.
  - 6.1 If the assignment of a field trip will cause a driver's actual work time to exceed forty (40) hours per week creating an overtime situation, a driver may not be awarded the field trip selected.
7. All known field trips will be posted one (1) week in advance by 10:15 AM on Wednesday and will be posted for seven (7) days. The posting will be removed promptly after bidding at 10:00 AM on Wednesday following the posted period. Field trips will then be assigned in accordance with the "lottery" field trip guidelines.
8. Lottery Field Trip Guidelines:
  - 8.1. When the field trip list is taken down at 10:00 AM on Wednesday, the number of drivers who signed up for trips will be totaled (witnessed by two drivers) and that number will be entered into [www.researchrandomizer.org](http://www.researchrandomizer.org) which will select the beginning number for driver selection for that week. (example: 40 drivers sign up for trips, the random number chosen is 4, assignment would start with the 4<sup>th</sup> driver who signed up on the list).
  - 8.2. If field trips become available after the official field trip assignment has been posted, then the field trip rotation list continues at the point of the last assignment, including ALL drivers, until a field trip driver can be found.

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9. A minimum of two (2) hours pay will apply for "no show" trips when the school bus driver arrives at the bus garage (punches in) at the designated time without prior notice of a field trip cancellation, unless the driver is able to replace the trip, on the same day, of equal or greater time.
10. Drivers are not eligible to bid for field trips that are within fifteen (15) minutes of the start and end time of any scheduled route unless the field trip school and route start and end point allows for no delay.
11. Assignments of field trips will be posted by noon on Thursday.
12. A driver missing an assigned field trip, without notice to the Director of Transportation, will not be eligible to participate in the next posting of field trips (with a "minimum" of one (1) lost trip). A second "miss" in a school year will make the driver ineligible for field trips for the remainder of the year.
13. Two field trip "turn backs" of an assigned field trip will be counted as one (1) miss.
14. A driver who was absent because of illness or absent for other reasons must drive the route directly preceding a field trip (including a Saturday or Sunday trip) they were scheduled to drive, to be eligible to drive the assigned field trip.
  - 14.1. The Director of Transportation, at his or her discretion, may waive this condition.
15. "Sub" Drivers, signing up for an open Field Trip in the 2<sup>nd</sup> round or later will forfeit their guarantee and receive field trip pay at the beginning of the trip, rather than receiving route pay until the end of the normal shift.
16. If a field trip is cancelled and rescheduled within one week, the originally assigned driver will be given first chance to drive the replacement trip. If the trip ***is not*** rescheduled (and it was scheduled for four (4) hours or more), a replacement trip of similar time will be offered at next posting and the driver can accept or decline the trip. Exceptions:
  - 16.1 Weather related cancellations, not rescheduled within one week
  - 16.2 Trip would put driver over 40 hours for the week
17. If a trip is scheduled within ten (10) minutes of a driver's availability, and no one has signed up for the trip, the trip will be assigned before going to the second round.

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## **Driver Physical Examination and Permit Fee Reimbursement**

1. Reimbursement - Physical Examination:
  - 1.1. All school bus drivers and school bus driver applicants shall take the school bus driver's physical and drug & alcohol screening from a properly licensed medical facility approved by the District
  - 1.2. The Department of Transportation's portion of the physical exam must be completed at a medical facility designated by the District
  - 1.3. The cost shall be borne by the employer except where reimbursement has been received by the bus driver from an insurance plan
  
2. Reimbursement - Permit & Training Fees
  - 2.1. District 304 shall pay for the permit fee to the Secretary of State
  - 2.2. District 304 shall pay for the C.D.L. fee to the Secretary of State
  - 2.3. District 304 shall pay for the initial 8-hour IDOT training
  - 2.4. District 304 shall pay for the 2-hour IDOT refresher course
  - 2.5. District 304 shall pay for the 4-year license renewal

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## AM, PM, Kindergarten and Activity Route Pay

1. Pay rates are effective August 1 for all school bus drivers.
2. All school bus drivers will be compensated for AM, PM and activity routes according to the following schedule.

AM-PM Routes hourly rates			
Step	Years of Service		2014-2015, 2015-2016, and 2016-2017
0		0	\$27.00
1	0	1	\$28.00
2	2	5	\$30.15
3	6	10	\$30.76
4	11	15	\$31.37
5	16	20	\$31.99
6	21	26	\$32.96

Effective with the 2014-2015 school year, a school bus driver will receive \$1.00 an hour in additional compensation for a pre-school bus route.

For the length of this Agreement, any driver with more than twenty-six years of service at the end of the 2013-2014 school year, will earn the 2013-2014 hourly rate.

3. All school bus drivers will be compensated for kindergarten routes according to the following schedule. A minimum of one hour will be paid for all kindergarten routes.

Mid-Day Routes hourly rates				
Step	Years of Service		2014-2015	2015-2016
1	0	5	\$32.31	\$30.15
2	6	10	\$32.56	\$30.76
3	11	15	\$33.39	\$31.37
4	16	20	\$34.67	\$33.78
5	21	26	\$34.31	\$32.96

For the length of this Agreement, any driver with more than twenty-six years of service at the end of the 2013-2014 school year, will earn the 2013-2014 hourly rate.

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## Discipline and Causes for Dismissal

1. Discipline Procedures:
  - 1.1. Verbal warning, written reprimands, suspension without pay and dismissal from employment for disciplinary reasons shall be for cause. This provision shall not apply to dismissal or change in employment status, which occurs for non-disciplinary reasons, such as a reduction in the workforce, nor shall the provision apply to probationary employees
  - 1.2. Employee discipline shall, in the usual case, follow progressive discipline concepts with the disciplinary steps being:
    - 1.2.1. Verbal warning
    - 1.2.2. Written reprimand
    - 1.2.3. Suspension without pay
    - 1.2.4. Discharge
  - 1.3. Where in management's judgment, the circumstances of a particular case and/or the seriousness of a particular offense make the application of progressive discipline inappropriate, the appropriate discipline step to be used will be determined by management. Suspension without pay and discharge are subject to the appeal procedure
  - 1.4. All disciplinary action shall be handled privately. Each party has the right to have another employee or legal representation present
  - 1.5. Disciplinary actions shall not be made public except where expressly required by statute
2. Causes That May Lead to Immediate Dismissal by the Board of Education:
  - 2.1. Violation of Board of Education policy
  - 2.2. Gross insubordination
  - 2.3. Gross misconduct, including violation of Federal and State Law
  - 2.4. Violation of any rule and/or regulation of the Department of Transportation (DOT), the Illinois Department of Transportation (IDOT), or the Illinois State Board of Education (ISBE).
  - 2.5. Three (3) disciplinary reports within a year
  - 2.6. Three (3) preventable accidents in a school bus within a year
  - 2.7. Two (2) moving violations in a school bus or a private vehicle within a year  
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- 2.8. Failure to be on the school bus while the engine is running while there students on board
- 2.9. With the exception of an emergency, failure to be on a school bus while students are aboard (greeting students on ground at the service door is considered "on the bus")
- 2.10. Falsification of time records or manipulation of the time reporting process for compensation purposes

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## **Working Conditions Committee**

1. A working conditions committee of school bus drivers and administration will meet as necessary to discuss issues relative to working conditions and safety concerns.
2. The working conditions committee will meet as necessary to revise the driver handbook.

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## **Glossary of Terms**

1. Director of Transportation - for the purposes of this agreement, all references to the Director of Transportation will mean the Director of Transportation or his/her designee.
2. Discipline Year - for the purposes of this agreement a discipline year is considered to be ongoing. For example in March the year is defined as March - February; in April the year is defined as April - March.
3. DOT - Department of Transportation
4. IDOT - Illinois Department of Transportation

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## Notes

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