

# Geneva Community Unit School District 304



## School Bus Driver/School Bus Monitor Working Conditions Agreement

July 1, 2020 - June 30, 2023

Board of Education Approved 12/14/2020

The purpose of the Geneva District 304 Transportation System is to transport all students safely.

The safe transportation of students includes the continuous training of efficient operating procedures, safety enhancements, and effective communications for all employees.

Each employee will possess a high level of integrity, professional image and safety-first mentality.

## **Table of Contents**

Conditions of Employment .....	2
Jury Duty .....	7
Paid and Unpaid Leave .....	7
Sick Leave .....	8
403 (b) Retirement Plan .....	10
Personal Leave .....	10
Professional Attire .....	11
School Bus Substituting .....	12
Field Trips.....	14
Field Trip Bidding Guidelines.....	15
Field Trip Lottery/Selection Guidelines.....	16
New Trips Within the Same Week (highlighted in blue) .....	17
Missed, Turned Back, and Extreme Time Adjusted Field Trips .....	17
Field Trip Protocol and General Guidelines .....	18
Special Needs (SPED) .....	22
Physical Examination and Permit Fee Reimbursement.....	22
Pay/Wages Schedule .....	24
Holidays.....	25
Discipline and Causes for Dismissal .....	25
Jury Duty.....	31
Paid and Unpaid Leave .....	32
Sick Leave .....	32
403 (b) Retirement Plan .....	34
Personal Leave.....	35
Field Trip Guidelines .....	36
Field Trip Lottery/Selection Guidelines.....	37
New Trips Within the Same Week (highlighted in green) .....	38
Missed, Turned Back, and Extreme Time Adjusted Field Trips .....	38
Field Trip Protocol and General Guidelines .....	39
Professional attire.....	40
Special Needs Bus Monitor Rate of Pay .....	41
Holidays.....	42
Discipline and Causes for Dismissal .....	42
Glossary of Terms .....	45

## 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 the date a prospective driver accepts a school bus driving position by the Director of Transportation.
  - 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:
    - 2.3.1 For field trips (when all drivers available have been exhausted, a new driver with prior bus driving experience may be used)
    - 2.3.2 To serve as a substitute on an activity route

The exception to 2.3: A new driver, without prior experience, assigned to a route requiring mandatory field trips. The decision to allow the new driver to take mandatory field trips prior to ninety (90) days of work will be at the discretion of the Director of Transportation.
- 2.4 After their one (1) year probationary period, all school bus drivers will be evaluated at least one (1) time during the school year.
3. Seniority will be determined by the official employment date.
  - 3.1 If two or more drivers have the same official employment date:  
The time of acceptance of job offer will establish seniority.
  - 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 criterion listed below has equal weight following seniority):
  - 4.1 Seniority
  - 4.2 Nature of the route
  - 4.3 Performance in prior years
  - 4.4 Driver preference
5. 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 as designated by the Director of Transportation. Drivers will have two 2 days to review all routes; and 10 minutes for route selection at a time specified by the Director of Transportation.
  - 5.1 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.
  - 5.2 Route information will include the school(s) and the expected start and finish time.
  - 5.3 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.
  - 5.4 Drivers will be scheduled to meet with the Director of Transportation, based on seniority, to select routes.
    - 5.4.1 As drivers select routes and routes are approved & assigned by the Director of Transportation, the route sheet will be removed from the table.
    - 5.4.2 The meeting schedule for route selection will be distributed to the drivers prior to the last day of the previous school year.
    - 5.4.3 A driver who is unable to make the scheduled appointment may designate in writing, to the Director of Transportation, another driver to make their route selection.
    - 5.4.4 Drivers who pick a route that is designated as field trip route must be available to drive all those field trips.

- 5.5 It is mandatory for drivers to drive their AM route, in their assigned school bus, on the date designated by the Director of Transportation and at actual route time. Driver will be compensated route pay only if the route is driven on designated day and correct route time.
- 5.6 The Director of Transportation has the right to eliminate any school bus route that falls below 50% capacity.
  - 5.6.1 A driver may be assigned to an unassigned route for various reasons to include a long-term illness.
- 5.7 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. 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.
  - 5.7.1 Routes will be posted for 48-hours on the employee notice bulletin board. This notice will be signed and dated by the Director of Transportation.
  - 5.7.2 A driver is limited to one AM/PM route change per school year.
  - 5.7.3 There will be no changes allowed in SPED or pre-school routes. The driver must keep the route for the entire year. The only exception to this would be performance based, giving the Director of Transportation the ability to re-assign the driver.
  - 5.7.4 Any SPED driver with an absence record of 10% or more 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 SPED route or a permanent substitute position in the next school year. Any absence in excess of 10% will be reviewed by the Review Team.
- 5.8 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.

6. All school bus drivers must attend the monthly safety meetings. The first meeting of the new school year will be the August in-service, which includes the state mandated 2-hour refresher course. The date of the August in-service will be determined by the Director of Transportation and will usually occur during the week prior to the first day of school.
  - 6.1 Two safety meetings are scheduled each month (September through May) for driver's convenience. Drivers must attend the meeting that least affects their route.
  - 6.2 Drivers will be compensated for attendance at the safety meeting at their regular hourly route rate of pay.
  - 6.3 The day of the August in-service safety meeting and state mandated 2-hour refresher course will be a paid workday for school bus drivers; and for most drivers it is considered the return to work after summer break. **It is the employee's responsibility to return fit for duty.** If a driver has had any serious medical issues from their last date of driving through the date of the August in-service meeting, or if a driver was out for medical reasons prior to the end of the previous school year, it may be necessary for the driver to get additional medical clearance prior to returning to work. The driver should contact the Director of Transportation if they are uncertain if they need additional medical clearance.
7. The work week is defined as Sunday through Saturday.
  - 7.1 All hours in excess of 40-hours per week will be compensated at an overtime-calculated rate based on *The Fair Labor Standards* formula for multi-rate jobs (see glossary of terms for examples).
  - 7.2 All drivers will be compensated for no less than their original route bid time, unless driver willingly gives up part of their original route.
  - 7.3 Drivers are paid an hourly rate which is calculated based on actual minutes worked.
  - 7.4 All drivers will be compensated for hours worked according to the payroll date schedule established by the payroll department, typically every other Friday. A pay period schedule will be included in the bid packet at the beginning of each school year. A pay period schedule will be included in the packet received during route bidding.

## 8. Clocking In and Out

8.1 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.

## 9. All school bus drivers must arrive fifteen (15) minutes prior to their scheduled AM and PM departure time for the mandatory bus pre-check.

9.1 Drivers are paid for two fifteen (15) minute pre-trips each day to allow for fueling and cleaning of the bus. All school bus drivers are assigned to a single bus; therefore, usually, 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).

9.2 Fluid checks are done by a mechanic 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 a district mechanic and a one-on-one class is always available.

## 10. All school bus drivers will arrive five (5) minutes prior to the start of any additional routes (no pre-trip necessary).

10.1 PM routes - All school bus drivers will arrive at their school five (5) minutes prior to release time.

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

11.1 The Director of Transportation will provide all school bus drivers with the official school calendar upon approval of the Board of Education

11.2 All new school bus drivers will be given the official school calendar for the current school year and each subsequent school year upon hire

## 12. Extra Routes – Any additional route not included in driver's original route assignment as listed in Section 7.2.



- 12.1 The assignment of any extra route will be limited to one.
- 12.2 FVCC routes will be assigned based on seniority and the criteria listed under section 4.
- 12.3 Activity routes will be assigned based on seniority and the criteria listed under section 4.
- 13. 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.
- 14. If a driver is unable to complete their route due to circumstances beyond their control (i.e. 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).

## **Jury Duty**

- 15. Drivers will be compensated for normal route pay while serving jury duty. In order to receive normal route pay the driver must sign over and forward the check received from the judicial authority for the daily per-diem to the Director of Transportation. The district will also reimburse for mileage that was included in the check from the judicial authority.

## **Paid and Unpaid Leave**

- 16. Individuals employed as school bus drivers in District 304 are expected to work each day of student attendance during each school year.
  - 16.1 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.
  - 16.2 If such requests are made, the Director of Transportation will use the following process to consider each request:
    - 16.2.1 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.

- 16.2.2 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.
- 16.2.3 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.
- 16.3 The District may require a physician's statement as a condition of payment/use of days.

## **Sick Leave**

- 17. 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.
  - 17.1 School bus drivers in District 304 qualifying for membership in the Illinois Municipal Retirement Fund (IMRF) 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.
  - 17.2 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.
  - 17.3 Sick leave pay is determined based upon the scheduled daily route time. Field trip pay is not included in sick day pay.

- 17.4 A sick leave day taken before or after a school holiday, the day before or after a school vacation period, or adjacent to 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. The Director of Transportation may approve additional days in the event of extraordinary circumstances.
- 17.5 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.
- 17.6 Drivers must speak directly with the Director of Transportation or one of the Bus Supervisors (leaving a voicemail or texting is not acceptable) during one of the following time frames in the event of taking a sick leave day:
  - 17.6.1 AM Routes – between 6:00 and 6:15 am
  - 17.6.2 Mid-Day Routes – at least 90 minutes prior to the scheduled start of the route
  - 17.6.3 PM Routes – at least 90 minutes prior to the scheduled start of the route
- 17.7 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.
- 17.8 Drivers requesting to return to work after a serious medical condition will need to provide a release from their physician to include "as a school bus driver". This release along with a RTW physical at Dreyer Medical Clinic will be required before returning to work.
- 18. All school bus drivers whose combined route and field trip hours average 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.
  - 18.1 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
  - 18.2 All school bus drivers, who qualify for participation in IMRF, shall be eligible for 10 sick days per year; additionally, the district will provide sick days per (completed) school years in accordance with the following schedule:

Completed years of service	Sick leave allotment
1-10	10 days
11-15	12 days
16-20	14 days
20+	16 days

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.

## 403 (b) Retirement Plan

19. A 403(b) Plan is a retirement plan available to all school district employees. Contributions can be made on a pre- tax (traditional) or post-tax (Roth) basis. Contributions and earnings on investments can grow tax-deferred until the time of retirement, when withdrawals are taxed as ordinary income.

Eight 403(b) investment providers have been allowed to offer 403(b) plans to District staff. You will need to contact one of the approved investment providers to determine the type of 403(b) product that best meets your financial goals. Once your account is set up, you will need to complete and return a 403(b) Payroll Deduction Authorization Form to Human Resources. 403(b) plans may be started, changed, or terminated quarterly (January 1, April 1, July 1, or October 1). The 403(b) Payroll Deduction Form must be sent in to Human Resources at least 15 days prior to the quarterly effective date.

Benefit questions can be addressed to the Benefits Specialist in Human Resources; phone (630)463-3057.

Links to the required forms and Information Guides from our Approved Investment Providers can be found at:

<https://studentsgeneva304.sharepoint.com/hr/SitePages/Retirement-Resources.aspx>

## Personal Leave

20. Once a school bus driver qualifies for IMRF personal leave will be paid at completed years of service, in accordance with the following schedule:

Completed years of service	Personal days
0-4	2 days
5-9	3 days
10+	4 days

- 20.1 During the first year of employment, personal leave will be prorated from the first day of employment until July 1.
- 20.2 Unused personal leave will convert to sick leave at the end of the fiscal year.
- 20.3 Personal leave shall not be used for the purpose of secondary employment, recreational (extended) weekends or for recreational purposes in general, or for the purpose of extending holiday periods. Personal leave can be used to conduct legal business, observe religious holidays, attend funerals not covered by sick leave, or attend to family matters (e.g., weddings, graduations, taking a child to college).
- 20.4 Personal leave requests should be submitted using the "day off request form" with as much advance notice as possible.
- 20.5 All personal leave requests are subject to review and approval by the Director of Transportation.
- 20.6 School bus drivers are not required to disclose the reason for requesting personal leave except in the following situations:
- More than two consecutive days
  - Adjacent to a holiday
  - Adjacent to a vacation period
  - Early dismissal days
  - During the months of May or June
21. Geneva School District is following health care compliance laws under the government's Affordable Care Act and any successor plan deemed applicable in the future by the Federal government. Should a driver meet the Federal law rules that require the district to offer health insurance (ex. Employees who work at least 30 hours on average during the annual Affordable Care Act Measurement Period), such driver will be offered benefits set forth in the agreement between the Board of Education and the Geneva Education Association. Payment for summer health insurance premiums for eligible bus drivers are subject to change per the Educational Support Service Personnel Handbook.

## **Professional Attire**

22. Professional attire is required. Proper dress code will be enforced by the Director of Transportation. The following dress code applies:

- 22.1 Shorts (should be loose fitting)
  - 22.1.1 No spandex or excessively tight clothing
  - 22.1.2 No athletic, running, or bicycle shorts are allowed
  - 22.1.3 No shorts shorter than 4 inches above the knee
- 22.2 Shoes (acceptable: gym-shoes, loafers, low heeled dress shoes and or boots).
  - 22.2.1 No rubber flip-flops
  - 22.2.2 No sandals
  - 22.2.3 No moccasins
  - 22.2.4 No leather soles (must be rubber non-slip soles)
  - 22.2.5 No high heels or shoes with more than 1 ½ inch heels
  - 22.2.6 No croc footwear
  - 22.2.7 No sling backs
- 22.3 Shirts;
  - 22.3.1 No tank tops or halter-tops
  - 22.3.2 No low-cut revealing shirts or blouses
  - 22.3.3 No T-shirts with slogans or inappropriate logos

## **School Bus Substituting**

### **24. Permanent Substitute School Bus Driver:**

- 24.1 The District may employ permanent substitute school bus drivers to be available for all regularly scheduled AM and PM school bus routes including nights and weekends for field trip assignments. These positions will be treated as all other routes in the bidding and assignment process.
  - 24.1.1 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.
  - 24.1.2 A permanent substitute school bus driver has all the rights and conditions under these working conditions agreement as a regular school bus driver.
  - 24.1.3 A permanent substitute school bus driver will have a minimum guarantee of time paid equal to the longest regular education AM school bus route and the longest regular education PM 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.

- 24.1.4 In the spring and fall, or when deemed necessary by the Director of Transportation, permanent substitute school bus drivers will be restricted from bidding on first round Saturday and Sunday field trips that would prevent them from being available for any route/trip that would be assigned to them.
- 24.1.5 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.
  - 24.1.5.1 The minimum 2-hour field trip guarantee does not apply under this condition.
- 24.1.6 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.
- 24.1.7 Permanent substitute school bus drivers may not bid on extra routes.

25. On-call Substitute School Bus Driver:

- 25.1 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.
- 25.2 An on-call substitute school bus driver will not accrue years of services for the purposes of the seniority list.
- 25.3 An on call substitute school bus driver will be paid at the first level of compensation for that school year.
- 25.4 An on call substitute school bus driver is not eligible to bid for field trips.
- 25.5 A regular school bus driver changing status to an on call substitute school bus driver will not retain or continue to accrue seniority.
  - 25.5.1 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.

25.5.2 If this change is associated with a temporary change in status due to a medical leave, the above seniority issues will not apply.

26. Substituting for Midday, Pre-school, and Activity Routes

26.1 A rotating list of driver substitutes will be maintained for absences based on the seniority list.

26.2 When it is known that an absence will be more than two (2) weeks, the rotating list will not be used, the route will be offered to the next eligible driver on the seniority list.

27. 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.

28. The rotating substitute list will be posted and updated whenever a substitute is used and the list changes.

29. Emergency situations will occur. The Director of Transportation, in these rare situations may assign a driver to an AM, PM, pre-school, midday, or activity route without defaulting to the substitute driver list.

30. When all drivers available have been exhausted, a probationary driver WITH prior experience may be used.

## **Field Trips**

Driving students to field trip destinations and/or athletic events is part of the School Bus Driver position. All school bus drivers are expected to bid on field trips after their ninety (90) day probationary period.

31. See page 24 for field trip rate of pay.

32. A school bus driver must work ninety (90) days for Geneva School District 304 before being added to the lottery field trip list.



33. Emergency situations will occur. The Director of Transportation, in these rare situations may assign a driver to a field trip without defaulting to the field trip list. This will not alter the existing start point of the lottery field trip list.
34. All attempts will be made to award a field trip to the driver who selects the field trip.
  - 34.1 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.
  - 34.2 Drivers may not trade field trips. If a driver cannot drive a field trip assigned to them, they must turn the field trip in for rebid.
35. 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 7½ hour or more trip. The bus is to be locked and unavailable during this meal break.

## **Field Trip Bidding Guidelines**

Drivers are given their official AM/MD/PM start and end times within the first two weeks of the start of school. These times, along with the field trip guidelines listed below, must be followed when bidding on field trips. Multiple rounds of bidding on field trips may be necessary to fill all trip assignments.

36. All known field trips will be posted for driver review one (1) week in advance by noon on Wednesday and will be removed promptly after bidding at 10:00 AM on the following Wednesday. Field trips will then be assigned in accordance with the "lottery" field trip guidelines.
  - 36.1 First Round of bidding:
    - 36.1.1 Drivers are not allowed to give up any part of their routes to take a field trip until second round of bidding.
    - 36.1.2 Driver's scheduled AM clock out time must be at or before a field trip pickup time, unless the field trip school and route start and end point allows for no delay.
    - 36.1.3 After completing their PM route, a driver must arrive at the pickup point no later than 10 minutes after scheduled trip time.

- 36.1.4 TBA trips may be bid on in the first round; if the start time overlaps the driver's regular route time, they may opt out of the trip without it being counted as a turn back.
- 36.1.5 Priority bidding will be given to the drivers of mandatory 3:00, 3:30, and 3:40 field trips, barring other drivers from bidding on these trips in the first round, regardless of their availability.
- 36.1.6 SPED field trips will be highlighted in purple. If the trip requires a monitor, a separate area for monitors to bid on SPED trips will be highlighted in green.
- 36.2 Second round of bidding (highlighted in yellow on the field trip board):
  - 36.2.1 If a driver chooses to bid on a field trip in 2nd round which runs into their route time, they will forfeit their route pay from the beginning/end of the field trip.
  - 36.2.2 Sub drivers, signing up for an open field trip in the 2<sup>nd</sup> round or later will forfeit their guarantee route pay and receive field trip pay from the beginning/end of the trip.
  - 36.2.3 Drivers are not allowed to give up their Preschool or Special Needs (SPED) route(s) except when there are no students to transport.
- 36.3 Third Round of bidding (highlighted in orange on the field trip board):
  - 36.3.1 If a sub is assigned to a trip, full route pay will be given, up to their guaranteed route time and then field trip pay for the remainder of the trip.
  - 36.3.2 Giving up Preschool and Special Needs (SPED) routes is allowed in 3rd round.

### **Field Trip Lottery/Selection Guidelines**

- 37. The starting point is determined when the field trip list is taken down at 10:00 AM on Wednesday, the number of drivers who bid on trips will be totaled (witnessed by one driver).
  - 37.1 That number will be entered into [www.researchrandomizer.org](http://www.researchrandomizer.org), which will randomly select the beginning number for driver selection for that week. (Example: 40 drivers bid on trips, the random number chosen is four, assignment would *start* with the 4<sup>th</sup> driver in the list of drivers who bid on trips).

37.2 Second and third round starting points will be determined by the same lottery system.

37.3 Every effort will be made to determine and post field trip assignments by noon on Thursday.

### **New Trips Within the Same Week (highlighted in blue)**

38. New trips that become available after noon Wednesday (when the weeks trips are posted), will be added to the posted trips and highlighted in blue.

38.1 New trips that become available after 10:00 am Tuesday are posted alongside the 2nd round postings, in their own separate section and highlighted in blue. The driver immediately following the end point driver (the last person assigned a trip in 1st round) is the start point for the New trips.

38.2 When a new trip comes in and it cannot be filled in the first round (no one is eligible) it will move to 2nd round. The starting point for the 2nd round is determined by the rolling 2nd round list.

### **Missed, Turned Back, and Extreme Time Adjusted Field Trips**

39. 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

39.1 A second missed trip in a school year will render the driver ineligible for field trips for the remainder of the school year.

39.2 Two field trip turn backs of an assigned field trip will be counted as one (1) miss.

### **Cancelled Field Trips (highlighted in pink on the field trip board)**

Cancellations will occur. Every attempt will be made to replace cancelled field trips however this is not always possible. Field trips do not carry any guarantee of hours.

40. 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.

- 40.1 If the trip is not rescheduled and it was for four (4) or more hours, a replacement trip of similar time will be offered at the next available posting. The driver can accept or decline but will only have one opportunity to select a replacement.
- 40.2 Weather related cancellations that are not rescheduled within one week are *not* offered a replacement.
- 40.3 A replacement trip may not put a driver over forty (40) hours for the week.
- 40.4 When a field trip of 10 hours or greater is changed to a field trip of 4 hours or less, after field trip has been assigned to a driver, the driver will be offered an additional trip, approximately equal to the loss of time. (Ex. 10-hour field trip shortened to 2 hours, would result in a replacement trip not to exceed 8 hours). The same rules as stated in 40.1 and 40.3 would apply.
- 41. A minimum of two (2) hours pay will apply for no show trips when the school bus driver arrives at the designated school and the trip/bus has been cancelled without prior notification.
  - 41.1 The 2 hour minimum also applies when a school bus driver arrives at the bus garage and 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.
- 42. All field trips are numbered sequentially, as a trip with multiple buses is being assigned, the sequence of the trips (bus 1 of 3, bus 2 of 3, bus 3 of 3) is based on the order the trips are bid on by the driver(s) and the field trip rotation. Therefore, when multiple buses arrive at a designated school for the same field trip and one (or more) buses are sent back due to lack of prior notification prior to the start of the trip; the last driver(s) assigned the trip(s) are the one(s) to return. A 2-hour minimum will apply to the cancelled bus(es).

## **Field Trip Protocol and General Guidelines**

- 43. A driver who was absent because of illness or absent for other reason 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.
  - 43.1. The Director of Transportation, at his or her discretion, may waive this condition.

44. If a PM trip is scheduled within ten (10) minutes of a driver's availability, and no driver who can be on time is available for the trip, the trip will be assigned before going to second round.
45. Drivers will not be assigned more than one field trip per day when school is not in session (Saturday, Sunday, or holidays).
- 45.1 Drivers may not trade trips.
46. School Day Field Trips
- 46.1 Drivers that have a field trip on a school day do not receive an additional fifteen (15) minute pre-trip unless another driver was assigned to use their bus just prior to the field trip.
- 46.2 Clock in time is determined by the location of school and travel time to the pick-up destination. Drivers going to any school *east of Randall Road*, GHS, HSS, WES, WAS, or STP are allotted ten (10) minutes travel time, five (5) minutes to arrive at the school 5 minutes prior to pick up time, and two (2) minutes to walk to their bus from the time clock (seventeen (17) minutes total). For schools *west of Randall Road*, FES, HES, GMSN, GMSS, and MCS drivers are allotted five (5) minutes travel time, five (5) minutes to arrive at the school 5 minutes prior to pick up time, and two (2) minutes to walk from their bus to the time clock (a total of twelve (12) minutes).
- 46.3 The end of trip clock out time is twelve (12) or seventeen (17) minutes after unloading students, depending on which school the field trip ended. The twelve (12) or seventeen (17) minutes is calculated from the time the coach/teacher signs the field trip form and enters the time as they exit the bus. In the event a driver is unable to clock out by the designated time a note of explanation is required on the field trip form.
- 12 minute calculation – Five (5) minutes to travel from the school to the garage or middle school, five (5) minutes to sweep their bus and two (2) minutes to walk from their bus to the time clock.
  - 17 minute calculation – Ten (10) minutes to travel from the school to the garage or middle school, five (5) minutes to sweep their bus and two (2) minutes to walk from their bus to the time clock.
- 46.4 Drivers going directly from route to a field trip will switch from regular route pay to field trip pay when they arrive at the school or at their regular route clock-out time, whichever comes first.

#### 47. Weekend Field Trips

47.1 Clock in is thirty (30) minutes prior to the scheduled departure time. Drivers receive fifteen (15) minutes to pre-trip their bus, five (5) or ten (10) minutes to travel to the school and five (5) minutes to arrive at the school 5 minutes prior to requested pick-up time.

47.2 Clock out time is twelve(12) or seventeen (17) minutes from the time the coach/teacher signs and puts the time on the field trip sheet AFTER the bus has been inspected (see 16.3 above).

48. It is the driver's responsibility to know the trip destination and directions. If a driver needs directions or a map, they can be obtained through the office during office hours, or they can use the computers in the driver's break room to access MapQuest or Google maps. Please make use of these resources well in advance of your departure.

49. On field trips with multiple buses, the buses should travel together as much as possible. The lead driver, which is the driver with the most seniority or as designated by the Director of Transportation, is responsible for setting the route taken. Everyone follows the same route and while we do stay together, we do not make a convoy (nose to tail) nor do we ever pass one another. Our primary goal is *always* safely transporting our students with the secondary goal of maintaining a good public image.

#### 50. Pre-Departure Safety Talk

We have a mandatory pre-departure bus safety speech on all field trips (excluding sports trips) which should include the following:

50.1 Four exits: Front door, rear door, side windows, roof hatches

50.2 Compartmentalization: No seat belts necessary because of High seat backs, seats close together (prevents submarining) and works only if seated properly

50.3 No eating on the bus: choking hazard.

On sports trips you should remind coaches and players that they are not to open the rear door, that is the driver's job and they need to wait until you get there to load/unload. Students are not to wear cleats or spikes on the bus; shoes need to be changed after they leave the bus and before they get back on. There is no eating or drinking on the bus for any group.

51. All normal school rules and regulations are to be observed while on the school bus and field trip. The coach/chaperone is responsible for student management. Classroom demeanor is expected. If conduct is causing a safety hazard, ask the chaperone for assistance and if the behavior does not improve, pull over to a safe area and stop until the students are settled down.
52. Always be prepared to stay with the students. Bring a lunch or snack (no nuts please), something to read or listen to etc. Ask the coach/chaperone about their schedule and if you have time to go get lunch/dinner at a nearby restaurant (for example). Be sure you have the correct cell phone number for them and that they have yours. Do not leave the event until you are certain they are settled (the other team has arrived, right venue, they have everything they need from the bus etc.) Stay relatively near the event (within 15 minutes) so you can return quickly if needed. Keep in mind that it is their trip so "they are in charge of the trip you are in charge of the driving".
  - 52.1 School buses are not allowed to be brought home for any reason without the permission of the Director or a supervisor.
53. Unless a field trip is designated as a drop only, you stay until the event is completed; even if the coach says you can leave because parents are picking up the kids and you may return with an empty bus.
54. If weather is threatening, stay put!
55. If you have to park some distance away be sure to communicate with the coach your location and how best to re-board the bus, it may be faster and safer for them to come to you rather than fighting departing auto traffic and possible clearance obstacles.
56. We cannot control other people's behavior but we can always strive to maintain a professional attitude. While dealing with touchy situations always consider the safety of our students first. If a driver encounters a difficult situation or conflict with a coach/chaperone or parent it should be written up on an UOR (unusual occurrence report) and the Director of Transportation will advise the AD or Principal of the problem. If you need assistance during a field trip contact your supervisor or the Director of Transportation (you should have a card with all of our emergency contact numbers with you).

## 57. Overnight Field Trips

- 57.1 Drivers are paid for eight (8) hours per day. If the coach needs you to be there more than eight hours per day, he/she is to sign the back of the field trip form and give an explanation.
- 57.2 Drivers will be reimbursed for 2 meals during a 24-hour period. The maximum per meal is \$15.00 or a total of \$30.00 per 24-hour period. Receipts for these meals must be turned in to receive the meal allowance. Reimbursement will be made the 1st of the month.
- 57.3 Drivers must pick up an I-Pass and sign out a fuel card (district P-Card) from the office during office hours prior to the trip.

## Special Needs (SPED)

- 58. SPED drivers are not allowed to switch routes within the regular school year, typically August through May. Drivers may change their SPED route when bidding on summer routes, typically mid-June through mid-August.
- 59. SPED drivers will retain their route for summer unless they do not want the route. If SPED driver does not want the summer route, route will then go up for bid, in accordance with Page 3 item 4.
- 60. SPED drivers cannot give up any part of their route to drive a field trip until 3<sup>rd</sup> round.
- 61. SPED drivers will receive an additional \$1.00/hour compensation when transporting SPED students during regular route time.
- 62. SPED drivers will receive regular field trip pay for any regular field trip they do. SPED drivers will receive SPED field trip pay for any SPED field trip they do.

## Physical Examination and Permit Fee Reimbursement

- 63. Reimbursement - Physical Examination:
  - 63.1. 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.



- 63.2. The Department of Transportation's portion of the physical exam must be completed at a medical facility designated by the District.
- 63.3. The cost shall be borne by the employer except where reimbursement has been received by the bus driver from an insurance plan.

64. Reimbursement - Permit & Training Fees

- 64.1. District 304 shall reimburse school bus drivers for their permit fee paid to the Illinois Secretary of State.
- 64.2. District 304 shall reimburse school bus drivers for their C.D.L. fee paid to the Illinois Secretary of State.
- 64.3. District 304 shall pay the fee for school bus drivers in training to attend the initial 8-hour IDOT training.
- 64.4. District 304 shall pay the fee for school bus drivers to attend the annual 2-hour IDOT refresher course.
- 64.5. District 304 shall reimburse school bus drivers for their 4-year license renewal paid to the Illinois Secretary of State.

## Pay/Wages Schedule

65. Pay rates are effective July 1 for all school bus drivers.
66. All school bus drivers will be compensated for AM-PM and activity routes according to the following schedule.

AM PM and Activity Routes Hourly Rates					
Step	Years of Service		2020-2021	2021-2022	2022-2023
0		0	\$29.23	R-CPI+1%	R-CPI+1%
1	1	1	\$30.31		
2	2	5	\$32.63		
3	6	10	\$33.29		
4	11	15	\$33.94		
5	16	20	\$34.63		
6	21	26	\$35.67		
7	27+		\$36.73		

	2020-2021	2021-2022	2022-2023
On call Reg. Ed. Sub. Hourly rate	\$29.23	R-CPI+1%	R-CPI+1%
On call Special. Ed. Sub. Hourly rate	\$30.23	R-CPI+1%	R-CPI+1%

2021-2022 and 2022-2023 hourly pay rate increase will be determined by the 10-year rolling average Consumer Price Index (CPI).

Special Needs Hourly Rates					
Step	Years of Service		2020-2021	2021-2022	2022-2023
0		0	\$30.23	Based on CPI	Based on CPI
1	1	1	\$31.31		
2	2	5	\$33.63		
3	6	10	\$34.29		
4	11	15	\$34.94		
5	16	20	\$35.63		
6	21	26	\$36.67		
7	27+		\$37.73		

Regular Ed Field Trips Hourly Rates		
2020-2021	2021-2022	2022-2023
\$20.56	R-CPI+1%	R-CPI+1%

Special Ed Field Trips Hourly Rates		
2020-2021	2021-2022	2022-2023
\$21.56	R-CPI+1%	R-CPI+1%

## Holidays

67. 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:

Labor Day  
Columbus Day  
Thanksgiving  
Martin Luther King Day  
Presidents Day  
Good Friday  
Memorial Day

- 67.1 Pay for Memorial Day may not occur on the holiday if the school year calendar has ended prior to Memorial Day. When the previous situation occurs, Memorial holiday pay will be given on the Friday after the Thanksgiving holiday.
68. Drivers working on a PAID holiday will receive regular holiday pay, in addition, they will receive time and a half for additional hours worked.
69. Drivers working on a District designated holiday, but a non-paid transportation holiday will receive time and a half.
70. Drivers missing the day before or after a holiday will be paid for the holiday but not the sick day unless they have a doctor's note.

## Discipline and Causes for Dismissal

71. Discipline Procedures:

71.1. 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.

71.2. Employee discipline shall, in the usual case, follow progressive discipline concepts with the disciplinary steps being:

71.2.1. Verbal warning

- 71.2.2. Written reprimand
- 71.2.3. Suspension without pay
- 71.2.4. Discharge
- 71.3. 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.
- 71.4. All disciplinary action shall be handled privately. Each party has the right to have another employee or legal representation present
- 71.5. Disciplinary actions shall not be made public except where expressly required by statute.
- 71.6. All school bus drivers shall have the right to appeal a disciplinary decision by the Director of Transportation to the Assistant Superintendent – Business Services.
- 71.7. For the safety (allergies and cleanliness) of all staff, no animals can be brought into or maintained in the building.
- 71.8. A driver may request to review their personnel file by contacting the Human Resources Department.
- 72. Causes that may lead to immediate dismissal by the Board of Education:
  - 72.1. Violation of Board of Education policy
  - 72.2. Gross insubordination
  - 72.3. Gross misconduct, including violation of Federal and State Law
  - 72.4. 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), including but not limited to:
    - Improper pre-trip
    - Improper post-trip
    - Use of cellular device while operating a school bus
    - Failure to pass alcohol and/or drug test.
    - With the exception of an emergency, failure to be on the school bus while the engine is running, and students are on board

- 72.5. Three (3) disciplinary reports within a year
- 72.6. Three (3) preventable accidents in a school bus within a year
- 72.7. Two (2) moving violations in a school bus or a private vehicle within a year
- 72.8. Falsification of time records or manipulation of the time reporting process for compensation purposes
- 73. 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:
  - 73.1. 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.
  - 73.2. 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
  - 73.3. 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

# **SCHOOL BUS MONITOR**

## **Conditions of Employment**

1. A glossary of terms is included at the end of this working conditions agreement.
2. All school bus monitors are subject to a one (1) year probationary period from the official employment date.
  - 2.1 The official employment date is the date a prospective monitor accepts a school bus monitor position offered by the Director of Transportation.
  - 2.2 A school bus monitor will be evaluated at least two (2) times during the one (1) year probationary period.
  - 2.3 After their one (1) year probationary period, all school bus monitors will be evaluated at least one (1) time during the school year.
3. Seniority will be determined by the official employment date.
  - 3.1 If two or more monitors have the same official employment date:  
The time of acceptance of job offer will establish seniority.
  - 3.2 If a monitor leaves the District as a school bus monitor either by working in another position, department or ceasing employment with District 304 and rehired:
    - 3.2.1 The monitor 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 criterion listed below has equal weight following seniority):
  - 4.1 Seniority
  - 4.2 Nature of the route
  - 4.3 Performance in prior years
  - 4.4 Monitor preference
5. All school bus routes will be available for review by the monitors prior to the picking of routes. Ordinarily, the posting of routes will occur in August as designated by the Director

of Transportation. Monitors will have two 2 days to review all routes; and 10 minutes for route selection at a time specified by the Director of Transportation.

- 5.1 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 monitor for the AM and the PM route.
- 5.2 Route information will include the school(s) and the expected start and finish time.
- 5.3 Monitor assignments will be made based on the conditions of employment, #4 of this section, seniority, nature of the routes, performance in prior years and monitor's preference.
- 5.4 Monitors will be scheduled to meet with the Director of Transportation, based on seniority, to select route(s).
  - 5.4.1 As monitors select route(s) and routes are approved & assigned by the Director of Transportation, the route sheet will be removed from the table.
  - 5.4.2 The meeting schedule for route selection will be distributed to the monitors prior to the last day of the previous school year.
  - 5.4.3 A monitor who is unable to make the scheduled appointment may designate in writing, to the Director of Transportation, another transportation employee to make their route selection.
- 5.5 The Director of Transportation has the right to eliminate any school bus route that falls below 50% capacity
- 5.6 A monitor may be assigned to an unassigned route to include long-term illness.
- 5.7 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. Routes that become available during the school year will not be posted unless the monitor 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 monitor.
  - 5.7.1 Routes will be posted for 48-hours on the employee notice bulletin board. This notice will be signed and dated by the Director of Transportation

- 5.7.2 There will be no changes allowed in SPED or pre-school routes. The monitor must keep the route for the entire year. The only exception to this would be performance based, giving the Director of Transportation the ability to re-assign the monitor.
  - 5.7.3 Monitors have the option of retaining SPED route for summer.
  - 5.7.4 Any SPED monitor with an absence record of 10% or more 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.
- 6. All school bus monitors must attend the monthly safety meetings. The first meeting of the new school year will be the August in-service. The date of the August in-service will be determined by the Director of Transportation and will usually occur during the week prior to the first day of school. Monitors will not be required to attend the state mandated 2-hour school bus driver refresher class.
  - 6.1 Two safety meetings are scheduled each month (September through May) for monitor's convenience. Monitors must attend the meeting that least affects their route.
  - 6.2 Monitors will be compensated for attendance at the safety meeting at their regular hourly route rate of pay.
  - 6.3 The day of the August in-service safety meeting, excluding the state mandated 2-hour school bus driver refresher course will be a paid workday for school bus monitors; and for most monitors it is considered the return to work after summer break. It is the employee's responsibility to return fit for duty. If a monitor has had any serious medical issue from their last date of attendance through the date of the August in-service meeting, or if a monitor was out for medical reasons prior to the end of the previous school year, it may be necessary for the monitor to get additional medical clearance prior to returning to work. The monitor should contact the Director of Transportation if they are uncertain if they need additional medical clearance.
- 7. The work week is defined as Sunday through Saturday.
  - 7.1 All hours in excess of 40-hours per week will be compensated at an overtime-calculated rate based on *The Fair Labor Standards* formula for multi-rate jobs (see glossary of terms for examples).



- 7.2 All monitors will be compensated for no less than their original route bid time, unless monitor willingly gives up part of their original route.
  - 7.3 Monitors are paid an hourly rate which is calculated based on actual minutes worked.
  - 7.4 All monitors will be compensated for hours worked according to the payroll date schedule established by the payroll department, typically every other Friday.
8. Clocking In and Out
- 8.1 Failure to clock in on time eliminates any guarantee of time and monitor will be paid only from time clocked in. If the dispatcher is called to clock in a monitor, it will be a minimum of 10 minutes penalty. If a monitor fails to clock out, the monitor 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.
9. The official school calendar, for student attendance, determines the workdays that school bus monitors are expected to work.
- 9.1 The Director of Transportation will provide all school bus monitors with the official school calendar upon approval of the Board of Education
  - 9.2 All school bus monitors will be given the official school calendar for the current school year and each subsequent school year upon hire
10. If a monitor is unable to complete their route due to circumstances beyond their control (i.e. mechanical problems, return a student to school, student gets sick on the bus, etc.), the monitor will be paid for the scheduled route time (this does not include a scheduled shortened day, such as testing at Geneva High School)

## **Jury Duty**

- 11. Monitors will be compensated for normal route pay while serving jury duty. To receive normal route, pay the monitor must sign over and forward the check received from the judicial authority for the daily per-diem to the Director of Transportation. The district will also reimburse for mileage that was included in the check from the judicial authority.

## **Paid and Unpaid Leave**

12. Individuals employed as school bus monitors in District 304 are expected to work each day of student attendance during each school year.
  - 12.1 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, monitors are discouraged from requesting time off on school days.
  - 12.2 If such requests are made, the Director of Transportation will use the following process to consider each request:
    - 12.2.1 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
    - 12.2.2 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
    - 12.2.3 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
  - 12.3 The District may require a physician's statement as a condition of payment/use of days.

## **Sick Leave**

13. 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.

- 13.1 School bus monitors in District 304 qualifying for membership in the Illinois Municipal Retirement Fund (IMRF) 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.
  - 13.2 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 monitor. 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.
  - 13.3 Sick leave pay is determined based upon the scheduled daily route time. Field trip pay is not included in sick day pay.
  - 13.4 A sick leave day taken before or after a school holiday, the day before or after a school vacation period, or adjacent to 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. The Director of Transportation may approve additional days in the event of extraordinary circumstances.
  - 13.5 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.
  - 13.6 Monitors must speak directly with the Director of Transportation or one of the Bus Supervisors (leaving a voicemail or texting is not acceptable) during one of the following time frames in the event of taking a sick leave day:
    - 13.6.1 AM Routes – between 6:00 and 6:15 am
    - 13.6.2 Mid-Day Routes – at least 90 minutes prior to the scheduled start of the route
    - 13.6.3 PM Routes – at least 90 minutes prior to the scheduled start of the route
  - 13.7 Monitors requesting to return to work after a serious medical condition will need to provide a release from their physician
14. All school bus monitors whose combined route and field trip hours average 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.

- 14.1 Monitors 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
- 14.2 All school bus monitors, who qualify for participation in IMRF, shall be eligible for 10 sick days per year; additionally, the district will provide sick days per (completed) school years in accordance with the following schedule:

Completed years of service	Sick leave allotment
1-10	10 days
11-15	12 days
16-20	14 days
20+	16 days

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.

## 403 (b) Retirement Plan

15. A 403(b) Plan is a retirement plan available to all school district employees. Contributions can be made on a pre- tax (traditional) or post-tax (Roth) basis. Contributions and earnings on investments can grow tax-deferred until the time of retirement, when withdrawals are taxed as ordinary income.

Eight 403(b) investment providers have been allowed to offer 403(b) plans to District staff. You will need to contact one of the approved investment providers to determine the type of 403(b) product that best meets your financial goals. Once your account is set up, you will need to complete and return a 403(b) Payroll Deduction Authorization Form to Human Resources. 403(b) plans may be started, changed, or terminated quarterly (January 1, April 1, July 1, or October 1). The 403(b) Payroll Deduction Form must be sent into Human Resources at least 15 days prior to the quarterly effective date.

Benefit questions can be addressed to the Benefits Specialist in Human Resources; phone (630)463-3057.

Links to the required forms and Information Guides from our Approved Investment Providers can be found at:

<https://studentsgeneva304.sharepoint.com/hr/SitePages/Retirement-Resources.aspx>

## Personal Leave

16. Once a school bus monitor qualifies - personal leave will be paid at completed years of service, in accordance with the following schedule:

Completed years of service	Personal days
0-4	2 days
5-9	3 days
10+	4 days

- 16.1 During the first year of employment, personal leave will be prorated from the first day of employment until July 1.
- 16.2 Unused personal leave will convert to sick leave at the end of the fiscal year.
- 16.3 Personal leave shall not be used for the purpose of secondary employment, recreational (extended) weekends or for recreational purposes in general, or for the purpose of extending holiday periods. Personal leave can be used to conduct legal business, observe religious holidays, attend funerals not covered by sick leave, or attend to family matters (e.g., weddings, graduations, taking a child to college).
- 16.4 Personal leave requests should be submitted using the "day off request form" with as much advance notice as possible.
- 16.5 All personal leave requests are subject to review and approval by the Director of Transportation.
- 16.6 School bus monitors are not required to disclose the reason for requesting personal leave except in the following situations:
- More than two consecutive days
  - Adjacent to a holiday
  - Adjacent to a vacation period
  - Early dismissal days
  - During the months of May or June
17. Geneva School District is following health care compliance laws under the government's Affordable Care Act and any successor plan deemed applicable in the future by the Federal government. Should a monitor meet the Federal law rules that require the district

to offer health insurance (ex. Employees who work at least 30 hours on average during the annual Affordable Care Act Measurement Period), such monitor will be offered benefits set forth in the agreement between the Board of Education and the Geneva Education Association. Payment for summer health insurance premiums for eligible bus monitors are subject to change per the Educational Support Service Personnel Handbook.

## **Field Trip Guidelines**

18. See page 41 for the field trip rate of pay.
19. Emergency situations will occur. The Director of Transportation, in these rare situations, may assign a monitor to a field trip without defaulting to the field trip list. This will not alter the existing starting point of the lottery field trip list.
20. All attempts will be made to award a field trip to the monitor who selects the field trip.
  - 20.1 If the assignment of a field trip will cause a monitor's actual work time to exceed forty (40) hours per week creating an overtime situation, a monitor may not be awarded the field trip selected.
  - 20.2 Monitors may not trade field trips. If a monitor cannot be present for a field trip assigned to them; they must turn the field trip in for rebid.
21. According to Illinois Law and District Policy, all monitors are required to take a minimum meal break of 30 unpaid minutes no later than the 5<sup>th</sup> hour of a 7½ hour or more trip. The bus is to be locked and unavailable during this meal break.
22. Monitors are given their official AM/MD/PM start and end times within the first two weeks of the start of the school year. These times, along with the field trip guidelines listed below, must be followed when bidding on field trips. Multiple rounds of bidding on field trips may be necessary to fill all field trip assignments.
23. All known field trips will be posted for monitor review one (1) week in advance by noon on Wednesday and will be removed promptly after bidding at 10:00 AM on the following Wednesday. Field trips will then be assigned in accordance with the "lottery" field trip guidelines.
  - 23.1 First Round of bidding:

- 23.1.1 Monitors are not allowed to give up any part of their routes to take a field trip until the second round of bidding.
- 23.1.2 Monitor's scheduled AM clock out time must be at or before a field trip pickup time, unless the field trip school and route start and end point allows for no delay.
- 23.1.3 TBA trips may be bid on in the first round; if the start time overlaps the monitor's regular route time, they may opt out of the trip without it being counted as a turnback.
- 23.1.4 SPED field trips will be highlighted in purple. If the trip requires a monitor, a separate area for monitors to bid on SPED trips will be highlighted in green.
- 23.2 Second round of bidding (highlighted in yellow on the field trip board):
  - 23.2.1 If a monitor chooses to bid on a field trip in 2nd round which runs into their route time, they will forfeit their route pay from the beginning/end of the field trip.
  - 23.2.2 Monitors are not allowed to give up their Preschool or Special Needs (SPED) route(s) except when there are no students to transport.
- 23.3 Third Round of bidding (highlighted in orange on the field trip board):
  - 23.3.1 Giving up Preschool and Special Needs (SPED) routes is allowed in 3rd round.

## **Field Trip Lottery/Selection Guidelines**

- 24. The starting point is determined when the field trip list is taken down at 10:00 AM on Wednesday, the number of monitors who bid on trips will be totaled (witnessed by one employee).
  - 24.1 That number will be entered into [www.researchrandomizer.org](http://www.researchrandomizer.org), which will randomly select the beginning number for monitor selection for that week. (Example: 4 monitors bid on trips, the random number chosen is four, assignment would *start* with the 4<sup>th</sup> monitor in the list of monitors who bid on trips).
  - 24.2 Second and third round starting points will be determined by the same lottery system.

24.3 Every effort will be made to determine and post field trip assignments by noon on Thursday.

### **New Trips Within the Same Week (highlighted in green)**

25. New trips that become available after noon Wednesday (when the weeks trips are posted), will be added to the posted trips and highlighted in blue.

25.1 New trips that become available after 10:00 am on Tuesday are posted alongside the 2nd round postings, in their own separate section and highlighted in green and blue. The monitor immediately following the end point monitor (the last person assigned a trip in 1st round) is the start point for the New trips.

25.2 When a new trip comes in and it cannot be filled in the first round (no one is eligible) it will move to the 2nd round. The starting point for the 2nd round is determined by the rolling 2nd round list.

### **Missed, Turned Back, and Extreme Time Adjusted Field Trips**

26. A monitor 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.

26.1 A second missed trip in a school year will render the monitor ineligible for field trips for the remainder of the school year.

26.2 Two field trip turn backs of an assigned field trip will be counted as one (1) miss.

### **Cancelled Field Trips (highlighted in pink on the field trip board)**

Cancellations will occur. Every attempt will be made to replace cancelled field trips; however, this is not always possible. Field trips do not carry any guarantee of hours.

27. If a field trip is cancelled and rescheduled within one week, the originally assigned monitor will be given the first chance to be the monitor on the replacement trip.

27.1 If the trip is not rescheduled and it was for four (4) or more hours, a replacement trip of similar time will be offered at the next available posting. The monitor can accept or decline but will only have one opportunity to select a replacement.



- 27.2 Weather related cancellations that are not rescheduled within one week are *not* offered a replacement.
- 27.3 A replacement trip may not put a monitor over forty (40) hours for the week.
- 27.4 When a field trip of 10 hours or greater is changed to a field trip of 4 hours or less, after field trip has been assigned to a monitor, the monitor will be offered an additional trip, approximately equal to the loss of time. (Ex. 10-hour field trip shortened to 2 hours, would result in a replacement trip not to exceed 8 hours). The same rules as stated in 27.1 and 27.3 would apply.
28. A minimum of two (2) hours pay will apply for no show trips when the school bus monitor arrives at the designated school and the trip/bus has been cancelled without prior notification.
- 28.1 The 2-hour minimum also applies when a school bus monitor arrives at the bus garage and punches in at the designated time without prior notice of a field trip cancellation; unless the monitor is able to replace the trip on the same day, of equal or greater time.
29. All field trips are numbered sequentially, as a trip with multiple buses is being assigned, the sequence of the trips (bus 1 of 3, bus 2 of 3, bus 3 of 3) is based on the order the trips are bid on by the monitor(s) and the field trip rotation. Therefore, when multiple buses arrive at a designated school for the same field trip and one (or more) buses are sent back due to lack of prior notification prior to the start of the trip; the last monitor(s) assigned the trip(s) are the one(s) to return. A 2-hour minimum will apply to the cancelled bus(es).

## **Field Trip Protocol and General Guidelines**

30. A monitor who was absent because of illness or absent for other reasons must be present for the route directly preceding a field trip (including a Saturday or Sunday trip) they were scheduled for, to be eligible to be the monitor for the assigned field trip.
- 30.1. The Director of Transportation, at his or her discretion, may waive this condition.
31. Monitors will not be assigned more than one field trip per day when school is not in session (Saturday, Sunday, or holidays).
- 31.1 Monitors may not trade trips.

## 32. School Day Field Trips

32.1 Monitors will clock in five (5) minutes prior to departure time. Departure time is determined by the location of the school and travel time to the pick-up destination.

32.2 The end of trip: Monitors will be allowed two minutes to clock out once arriving back at the bus garage.

## 33. Weekend Field Trips

33.1 Monitors will clock in five (5) minutes prior to departure time. Departure time is determined by the location of the school and travel time to the pick-up destination.

33.2 The end of trip: Monitors will be allowed two minutes to clock out once arriving back at the bus garage.

34. Always be prepared to stay with the students. Bring a lunch or snack (no nuts please), something to read or listen to etc.

35. If weather is threatening, stay put!

56. We cannot control other people's behavior but we can always strive to maintain a professional attitude. While dealing with touchy situations always consider the safety of our students first.

## **Professional attire**

18. Professional attire is required. Proper dress code will be enforced by the Director of Transportation. The following dress code applies:

18.1 Shorts (should be loose fitting)

18.1.1 No spandex or excessively tight clothing

18.1.2 No athletic, running or bicycle shorts are allowed

18.1.3 No shorts shorter than 4 inches above the knee

18.2 Shoes (acceptable: gym-shoes, loafers, low heeled dress shoes and or boots).

22.2.1 No rubber flip-flops

22.2.2 No sandals

22.2.3 No moccasins

- 22.2.4 No leather soles (must be rubber non-slip soles)
- 22.2.5 No high heels or shoes with more than 1 ½ inch heels
- 22.2.6 No croc footwear
- 22.2.7 No sling backs

### 18.3 Shirts

- 18.2.1 No tank tops, halter-tops
- 18.2.2 No low-cut revealing shirts or blouses
- 18.2.3 No T-shirts with slogans or inappropriate logos

## Special Needs Bus Monitor Rate of Pay

- 19. Pay rates are effective July 1 for all school bus monitors.
- 20. All school bus monitors will be compensated for AM-PM and activity routes according to the following schedule.

Special Needs Bus Monitor Hourly Route and Field Trip Rates			
Step	2020-2021	2021-2022	2022-2023
1	\$13.41	R-CPI+1%	R-CPI+1%
2	\$13.59		
3	\$13.80		
4	\$14.01		
5	\$14.49		
6	\$14.77		
7	\$15.05		
8	\$15.33		
9	\$15.58		
10	\$15.88		
11	\$16.17		
12	\$16.45		
13	\$16.75		
14	\$17.05		
15	\$17.35		
16	\$17.67		

## Holidays

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

Labor Day  
Columbus Day  
Thanksgiving  
Martin Luther King Day  
Presidents Day  
Good Friday  
Memorial Day

21.1 Pay for Memorial Day may not occur on the holiday if the school year calendar has ended prior to Memorial Day. When the previous situation occurs, Memorial holiday pay will be given on the Friday after the Thanksgiving holiday.

22. Monitors working on a PAID holiday will receive regular holiday pay, in addition, they will receive time and a half for additional hours worked.
23. Monitors working on a District designated holiday but a non-paid Transportation holiday will receive time and a half.
24. Monitors missing the day before or after a holiday will be paid for the holiday but not the sick day unless they have a doctor's note.

## Discipline and Causes for Dismissal

25. Discipline Procedures:

25.1. 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

25.2. Employee discipline shall, in the usual case, follow progressive discipline concepts with the disciplinary steps being:

25.2.1. Verbal warning

- 25.2.2. Written reprimand
- 25.2.3. Suspension without pay
- 25.2.4. Discharge
- 25.3. 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.
- 25.4. All disciplinary action shall be handled privately. Each party has the right to have another employee or legal representation present
- 25.5. Disciplinary actions shall not be made public except where expressly required by statute.
- 25.6. All school bus monitors shall have the right to appeal a disciplinary decision by the Director of Transportation to the Assistant Superintendent – Business Services.
- 25.7. For the safety (allergies and cleanliness) of all staff, no animals can be brought into or maintained in the building.
- 25.8. A monitor may request to review their personnel file by contacting the Human Resources Department.
- 26. Causes that may lead to immediate dismissal by the Board of Education:
  - 26.1. Violation of Board of Education policy
  - 26.2. Gross insubordination
  - 26.3. Gross misconduct, including violation of Federal and State Law
  - 26.4. 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
  - 26.5. Three (3) disciplinary reports within a year
  - 26.6. Falsification of time records or manipulation of the time reporting process for compensation purposes

27. When a school bus monitor is not satisfied with the decision of the Assistant Superintendent - Business Services, the school bus monitor may initiate the following appeal process:
- 27.1. 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.
  - 27.2. 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
  - 27.3. 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

## **Glossary of Terms**

ACA - Affordable Care Act

Bidding - The process used for field trip allotment where each driver enters the field trips they wish to do on the field trip board/seniority list in the order of priority i.e. First choice through in first box and so on.

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.

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.

DOT - Department of Transportation

IDOT - Illinois Department of Transportation

IMRF - Illinois Municipal Retirement Fund

Lottery -The process used to select the starting point for field trip assignments.

SPED - Special Education

TBA - To be announced

WCA - Working Conditions Agreement

CPI – Consumer Price Index – A measure of the average change over time in the prices paid by urban consumers for a market basket of consumer goods and services.

FLSA – Fair Labor Standards Act – Federal law which establishes minimum wage, overtime pay eligibility, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in federal, state, and local governments.

Employees covered by the act must receive overtime pay for hours worked over 40 hours in a work week at a rate not less than one and one half their regular rate of pay. The act does not require overtime pay for work on Saturdays, Sundays, holidays, or regular days of rest, unless overtime is worked on such days.

Work week – fixed and regularly occurring period of seven consecutive 24-hour periods. Our work week is defined as Sunday-Saturday.

FLSA multi-rate formula – Overtime pay is applied where an employee, in a single work week, works two or more different types of work for which different straight-time rates have been established. Section 7(g)(2) of the FLSA allows the computation of overtime pay based on one-and one-half times the hourly rate in effect when the overtime work is performed.