

WATERVILLE-ELYSIAN-MORRISTOWN SCHOOLS

WATERVILLE, MINNESOTA

2019-2021 TERMS AND CONDITIONS OF EMPLOYMENT

FOR

BUS DRIVERS

## BENEFIT PROVISIONS

<u>I. Salary Schedule:</u>	<u>2019-20</u>	<u>2020-21</u>
Regular Route	\$17,130.00	\$17,850.00
Shuttle Route	\$ 6,070.00	\$ 6,330.00
Noon Route:	\$26.51/hour	\$27.63/hour
Co-Curricular/Field Trip	\$17.79/hour	\$18.54/hour
Workshops	\$17.79/hour	\$18.54/hour
Waseca/Faribault Spec. Ed. Shuttle	\$26.51/hour	\$27.63/hour

Additional \$300 in 16<sup>th</sup> year in district  
Additional \$300 in 21<sup>st</sup> year in district  
Additional \$300 in 26<sup>th</sup> year in district  
Additional \$300 in 31<sup>st</sup> year in district  
Additional \$300 in 36<sup>th</sup> year in district  
Additional \$300 in 41<sup>st</sup> year in district  
Employee needs to claim on Wage Verification Form  
Paid ½ of December 15<sup>th</sup> and ½ on May 15<sup>th</sup>.

Salary is based on 174 school year driving days and allows for one snow day. Noon route is based on 137 driving days.

### II. Section 1: Sick Leave:

Subd. 1: A sick leave allowance of 9 days with pay shall be granted each Driver in the employ of the School District. Annual sick leave shall accrue monthly as it is earned on a proportionate basis to the employee's work year.

Subd. 2: 3 days of sick leave advanced to new drivers at beginning of year.

The Faribault Special Education Route will earn 1 sick day for each month driving during the summer

Subd. 3: Unused sick leave days may accumulate to a maximum credit of sixty (60) days of sick leave per employee.

Subd. 4: Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to illness and/or disability which prevented attendance and performance of duties on that day or days.

Subd. 5: The School District may require an employee to furnish a medical certificate from a qualified medical service as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the School Board. In the event that a medical certificate is required, the employee will be so advised.

Subd. 6: Sick leave allowed shall be deducted from the sick leave balance earned by the employee.

Subd. 7: Sick leave pay shall be approved only upon submission of a signed request upon the authorized sick leave pay request form available at the office.

Subd. 8: Sick leave may be utilized during a period of physical disability resulting from a condition of pregnancy. The employee shall provide the district with a physician's statement certifying the dates of disability.

Section 2. Bereavement and Family Illness Leave: Five (5) days non-accumulative, deducted from sick leave, will be granted each year for non-personal illness or bereavement. Additional leave for extenuating circumstances may be granted at the discretion of the Superintendent.

Section 3. Personal Leave: Each employee shall be granted three (3) non-accumulative personal leave days with pay and deducted from sick leave.

Subd. 1: Request for personal leave must be made in writing to the Superintendent or his/her designee at least two (2) days in advance. In emergencies, leaves may be requested via telephone.

Section 4. Vacation: A bus driver who drives a route 12 months a year shall receive one week of paid vacation for the 12 month route only after the first year and through their fifth year. Two weeks will be granted after 5 consecutive years of service.

Section 5. Jury Duty: A bus driver who serves jury duty while school is in session shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the school district less mileage.

Section 6. Worker's Compensation: Pursuant to M.S. 176, an employee injured on the job in the service of the School District and collecting worker's compensation insurance, may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from sick leave balance. That fraction of the days covered by insurance is not eligible for accrual of sick leave.

Section 7: Life Insurance: Bus Drivers will be provided \$3,000 life insurance paid by the School District beginning with the 1992-93 school year – subject to carrier provisions. Current carrier provisions require 20 hours a week of employment.

Section 8. Holiday Pay: Bus Drivers will be paid at their regular rate of pay according to the normal number of hours worked for: **Thanksgiving Day**, and **Christmas Day**. Athletic shuttles will receive holiday pay if worked preceding school day.

Section 9. Local Travel Allowance: All pre-approved private automobile usage which is incurred in connection with school district business shall be reimbursed at the current district per mile rate.

Section 10. Meal Reimbursement: Meal reimbursement for night trips leaving before 5:00 p.m. if not possible to leave event, shall be \$9.50. The maximum reimbursement for lunch shall be \$9.50. A receipt must accompany the request for reimbursement. Trips to the Metro may exceed above limits, subject to prior Superintendent approval.

Section 11. Overnight Trips: Compensation for out-of-town trips that require absence overnight shall be \$150.00 per day including overnight and return plus actual meal costs of up to \$6.00 for breakfast, \$9.50 for lunch, and \$16.00 for dinner. Trips to the Metro may exceed above limits, subject to prior Superintendent approval. Actual cost of room in same accommodations as group being transported shall be borne by the district.

Section 12. Admission Tickets: Admission ticket costs or passes for the event transported students are attending will be reimbursed to the driver.

Section 13. Bus Physical and Licensing Fee: After initial employment, the district shall reimburse drivers the actual cost but not more than \$175 for the required bus physical to be completed on the School Bus Driver's Medical Examination and Physician's Certificate of the Department of Public Safety, State of Minnesota. Licensing fees shall be paid by the driver and reimbursed by the district for the difference between Class C and Class A license.

## **OTHER PROVISIONS**

1. A. Substitute Drivers:

Drivers unable to drive a route for reasons other than illness or in excess of non-personal days can arrange for an approved substitute to drive their route. The regular driver will have his/her compensation deducted for these substitute driver trips and the School District shall pay substitute drivers directly.

B. Extra Trips

Regular drivers may choose to drive extra trips in lieu of regular route and will be deducted route pay. Substitute driver must be able to take regular route. The minimum number of hours for an extra trip shall be two (2).

2. Route Assignment:

Whenever a route opens due to the resignation of a driver, the driver with the highest seniority shall be considered for the route. Said eligibility will be reviewed by the

Superintendent and subject to change at their discretion upon consultation with transportation supervisor.

3. Deductions:

In the event a driver is absent without leave, a pay deduction is to be made for such absence, the amount for the deduction for a day's absence shall be determined by the following formula:

$$\frac{\text{Annual Salary}}{\text{Daily Rate of Pay}}$$