

TIME SHEET

All drivers are required to record hours worked and days absent on their ~~timesheet~~~~time-sheet~~ on a daily basis as per each driver's work agreement. The work agreement will include actual route hours plus 15 minutes per trip for pre-trip inspection for busses left unattended for more than one hour, the 15 minutes is intended to address variance in actual route driving time, fueling the bus, keeping it clean, work related phone calls, and doing routine paperwork and reports.

When the actual route time changes from the established route time, due to permanent changes in the routes or stops the route needs to be reevaluated and adjustments in time made.

If the actual route time exceeds the established route time because of weather conditions, breakdowns, or other unforeseen circumstances, immediate notification must be made to the dispatcher or designee who in turn must notify the supervisor who is on duty.

Time is rounded up to the nearest quarter hour at the end of each day. For instance, three hours and 55 minutes will equal (4) four hours total pay for the day. Overtime will be paid according to policy #[596594](#).00.

The time sheet is to be submitted to the secretary dispatcher for review and verification prior to approval by the Transportation Supervisor. Under no circumstances is a driver to mark another employee's ~~timesheet~~~~time-sheet~~. Time sheets are to remain with the employee and it is the employee's responsibility to properly fill out the time sheet prior to submitting it to the secretary dispatcher. Claiming hours, which have not been authorized and worked on a time sheet, constitutes sufficient grounds for termination. At the end of the pay period, the employee is to sign the time sheet approved by central office certifying that the hours recorded are true and accurate.

Non-route driving must be clearly indicated on the time card and coded for a specific purpose (1=field trip, 2=Training etc.) (See attached time card example)

MINIMUM CALL OUT

When a driver is called back to work outside their established work schedule, they will be paid a minimum of 2 (two) hours at their normal rate. If the time between the completion of one route and the beginning of a second route is less than one hour and the driver elects to stay on the bus premises on duty between routes, the employee will be compensated for the difference of up to one hour based on normal pay. He/she will be required to perform other duties as prescribed by the Transportation Supervisor while not driving. If the employee

desires to leave the bus compound to attend to personal matters between routes, no compensation will be allowed.

EXTRA CURRICULAR & FIELD TRIPS

When drivers are on extracurricular trips, they will be paid from the time they leave the gate until they return upon completion of the trip and complete the post trip inspection. (Cleaning, fueling etc.) The rate of pay shall be an hourly rate as established by the Board of Trustees. If the driver arrives at the yard to begin preparation for the trip and the trip is canceled by the school, the driver will receive a minimum of (2) two hours pay.

OVERNIGHT TRIPS

In the event the extracurricular or field trip is an overnight trip outside of this district, the driver shall be limited to an "on duty" status for a maximum of 10 hours per day and will be paid at an hourly rate as established by the Board of Trustees.

BUS WASHES

Each driver is responsible for maintaining the cleanliness of the exterior of the bus assigned to the route he/she drives. The driver will be authorized to wash the exterior of his/her bus the amount of times per month as approved by the Transportation Supervisor and will be paid at their regular hourly rate for each wash (See Policy 816.40 Transportation Pay Rates). A driver may request another driver to wash his/her bus. If this occurs, the driver actually washing the bus will receive the payment for the work.

TRAINING PAY

All drivers who are required to attend training shall be paid a training rate as established by the board of Trustees.



LEGAL REFERENCE:

ADOPTED: March 17, 1998

AMENDED/REVISED: August 14, 2017

REVIEWED: January 20, 2014