

# LEWISTON-ALTURA SCHOOLS

## BUS AND SUPPLEMENTAL DRIVERS

## HANDBOOK



July 1, ~~2020~~2022 – June 30, ~~2022~~2024

Lewiston Altura School Bus Driver Handbook 2020-2022

Approved by ISD #857 School Board on ~~August 10, 2020~~ June 28, 2022

**JOB CLASSIFICATION:**

**FULL TIME BUS DRIVER -**

A Full Time Bus Driver possesses a Commercial Drivers License and is employed and committed to driving a specified route twice each day, each morning and afternoon that school is in session.

**PART TIME BUS DRIVER-**

A Part Time Bus Driver possesses a Commercial Drivers License and is employed and committed to driving a specified route once each day, either morning or afternoon, that school is in session.

**SUBSTITUTE BUS DRIVER-**

A Substitute Bus Driver possesses a Commercial Drivers License and is employed as needed and does not qualify to be a Full Time/Part Time Bus Driver.

**SUPPLEMENTAL DRIVER-**

A Supplemental Driver transports students in vehicles that do not require the driver to have a Commercial Drivers License.

**SALARY AND COMPENSATION**

**I. BASIC SALARY**

**A. FULL TIME/PART TIME BUS DRIVER** -Full Time/Part Time Bus Drivers employed during ~~2020-2021~~2022-2023 school year will receive a base salary of ~~\$36.00~~\$37.00 per route. Full Time Bus Drivers employed during the ~~2021-2022~~2023-2024 school year will receive a base salary of ~~\$36.75~~\$37.50 per route plus an additional 75 cents per route if their route is over fifty miles long.

Full Time/Part Time Bus Drivers will receive additional pay for their years of service and commitment to the District per the following scale:

Years of Service	Amount Added to Base Pay <u>2022-2023</u>	<u>Amount Added to Base Pay</u> <u>2023-2024</u>
After 3 Years	<del>\$1.00</del> <u>\$1.50</u>	<u>\$1.50</u>
After 5 Years	<del>\$1.50</del> <u>\$2.00</u>	<u>\$2.00</u>
After 10 Years	<del>\$2.00</del> <u>\$2.50</u>	<u>\$2.50</u>
After 15 Years	<del>\$2.50</del> <u>\$3.00</u>	<u>\$3.00</u>
After 20 Years	<del>\$3.00</del> <u>\$3.50</u>	<u>\$3.50</u>
After 25 Years	<del>\$3.50</del> <u>\$4.00</u>	<u>\$4.00</u>
After 30 Years	<del>\$4.00</del> <u>\$4.50</u>	<u>\$4.50</u>
After 35 Years	<del>\$5.00</del> <u>\$5.50</u>	<u>\$5.50</u>
After 40 Years	<del>\$6.00</del> <u>\$6.50</u>	<u>\$6.50</u>

**B. SUBSTITUTE BUS DRIVERS**-Substitute Bus Drivers will receive the base pay per route.

**C. SUPPLEMENTAL DRIVERS** – Supplemental Drivers will receive ~~\$12.36~~\$15.00 per hour in ~~2020-21~~2022-2023 and ~~\$12.64~~\$15.50 per hour in ~~2021-2022~~2023-2024.

**C.D. COMBINED ROUTES: If bus routes are combined due to incidental bus or driver shortages, the driver will be compensated at 1.5 times the driver's route pay.**

## **E. NEW EMPLOYEES**

### **1. PROBATIONARY PERIOD**

New employees will serve a ninety (90) calendar day probationary period.

### **2. BACKGROUND CHECKS**

All newly employed bus drivers must submit to a criminal and motor vehicle background check prior to employment.

## **F. MODIFICATIONS:**

Individual salaries are subject to revision at any time at the discretion of the school board.

## **II. ADDITIONAL COMPENSATION**

**A. ACTIVITY, FIELD TRIPS, AND SUMMER SCHOOL**-Activity trips, and field trips will be compensated for at the rate of ~~\$15.00~~\$18.00 per hour. Bus Drivers who drive a bus for summer school will be paid their regular route pay for up to three routes per day.

- a) Full Time and Part Time drivers, when requested by the district, to drive for an activity or field trip during their regular route time will receive their regular route pay in lieu of additional pay for the first 1.5 hours of the activity or field trip. Drivers will receive the \$15.00 per hour for time beyond the 1.5-hour limitation.
- b) Full Time and Full Time/Part Time Drivers will be given priority to receive additional school-sponsored evening or weekend trips that do not interfere with the driver's regular route responsibilities.
- c) If a substitute driver is scheduled to take a regular bus route because the driver chooses to drive an activity and the activity is cancelled, the regular driver cannot push the substitute off the route.
- d) If a driver gives up their regular scheduled bus route to drive an activity and the activity gets cancelled the driver will still be paid one half of their regular base pay rate for the year.
- e) Full Time and Part Time Drivers must notify the District office of their desire for additional driving duties.
- f) Drivers for sports and activities such as Speech, One Act and Honor Band will have the opportunity to drive for that same activity each subsequent year until the driver chooses to give up that extra duty. At that time, the duty will be made available to any interested driver. If there is more than one person interested in the extra duty they will decide amongst themselves who will take on the duty. If they are unable to come to an agreement, names of interested individuals will be drawn.

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- g) If a coach is also a licensed school bus driver and is willing to drive for the activity the school district reserves the right to have them drive for that activity.
- h) The School District reserves the right not to have people drive activities that have continual conflicts while serving in that capacity.

**B. SILO TRANSFER TRIP**--Drivers transporting students to and from Silo School, as a part of their regularly scheduled route, will be paid at the rate of \$3.50 per trip.

**D. INTERMEDIATE SCHOOL TRANSFER TRIP**--Drivers transporting students to and from the Intermediate School, as a part of their regularly scheduled route, will be paid at the rate of \$5.85 per trip in addition to the driver's route pay. If a bus driver drives the Intermediate School Transfer and it is not part of the driver's regular route, the driver will be paid \$10.00.-

**E. OPERATION OF WHEELCHAIR BUS LIFT**--Drivers transporting students with wheelchairs, as a part of their regularly scheduled route (this does not include transfers or activity trips), will be paid at the rate of \$5.85 per trip. This additional compensation will be paid only on days that the driver was required to operate the wheelchair lift. Drivers must log the dates and routes they were required to operate the lift on the provided calendar. The calendar will be collected at the end of the month and paid on payroll on the 15<sup>th</sup> of the following month.

### III. REIMBURSEMENTS

**A. PHYSICAL EXAMINATION REIMBURSEMENT**--The school district will reimburse the drivers for the actual cost of a DOT physical examination required to maintain their Commercial Drivers License. The amount of reimbursement shall not exceed \$140.00 annually. Receipt from the medical provider must be provided in order to receive reimbursement.

**B. MEAL STIPEND**--Drivers, engaged in trips in excess of six hours, will be paid an additional \$10.00 per six hours of service to cover the cost of meals.

**C. ADMISSION REIMBURSEMENT**--Admission to events will be reimbursed.

**IV. SUBSTITUTE DRIVERS**--Full Time and Part Time Drivers should contact the district office when a substitute is needed. If no substitute is available, the driver may be expected to drive.

### V. PAY PERIODS

**A. FREQUENCY**—All Full Time and Part Time Bus Drivers shall be paid twice monthly for 24 paychecks.

**B. PAY DAYS**—Pay days will be the 15<sup>th</sup> and the last business day of the month. In the event that payday falls on a weekend or holiday, payday will be the last prior working day.

**C. ADDITIONAL COMPENSATION**—All extra driving must be turned in by the 6<sup>th</sup> of the month in order to be paid on the 15<sup>th</sup> of the month, and by the 20<sup>th</sup> for the end of the month.

## **VI. LEAVES**

### **A. SICK LEAVE**

#### **1. ALLOCATION**

- a) Full Time Bus Drivers will earn one sick leave day for each month of regular driving.
- b) Part Time Bus Drivers will earn one-half sick leave day for each month of regular driving.
- c) Sick leave earned each month will be credited to an individual employee's sick leave bank at the start of the following month.

#### **2. ACCUMULATION LIMIT**

Sick leave days may be accumulated to an unlimited number.

#### **3. DEDUCTIONS**

Sick leave deductions will be made in one-half day increments. One route equals ½ day.

#### **4. USE OF SICK LEAVE**

- a) Sick leave is an absence from work that is the result of a personal or family illness.
- b) A sick leave day is the same as the employee's normal working day.
- c) Sick leave days may be used for personal or family illnesses, as well as for funerals, doctor appointments, and maternity leave.
- d) One sick leave day may be used each year for personal business that cannot be taken care of outside the normal workday.
- e) In the event that the schools are closed due to an emergency, drivers may elect to use up to four days of sick leave during the school year to avoid a pay deduction.
- f) The School District may require verification from a doctor for the use of sick leave.

### **B. EMERGENCY LEAVE**

Employees may be granted a leave of no more than two (2) days per year for situations that require an employee's immediate personal attention, and which cannot be addressed outside of the employee's workday. The days will be deducted from the employee's sick leave. The superintendent reserves the right to grant or deny the request for leave. All requests for emergency leave must receive prior approval from the superintendent.

### **C. UNPAID LEAVE**

Employees are hired to work specific schedules as designated by the superintendent. The superintendent reserves the right to grant or deny any request for unpaid leave.

## VII. SEVERANCE COMPENSATION

- A. Full Time Bus Drivers and Full Time/Part Time Bus Drivers may be eligible for severance compensation based upon the following criteria:
1. Any employee, upon reaching age 55 and after 15 years of continuous service to ISD 857, will be entitled to severance pay based on the number of accumulated sick leave days. The reimbursement rate will be -\$25.00 per day.
  2. Payments will be to the employee in one lump sum on June 30th following the bus driver's retirement.
  3. If the employee dies before severance is paid out it shall be paid to the employee's beneficiary, if any, otherwise to the employee's estate.
  4. Bus Drivers will not be eligible for severance compensation if they are terminated from employment due to poor performance, not meeting expectations, misconduct, or for any other reason per District Policy 403 Discipline, Suspension, and Dismissal of School District Employees.

## VIII. DURATION

The handbook will be effective July 1, 2020 through June 30, 2022.

## DUTIES AND RESPONSIBILITIES

### I. VEHICLE OPERATION

- A. Safety**-Passenger safety is the primary concern for the driver. Drivers will exercise extreme caution while driving and during the processes of loading and unloading.
- B. Radio and Cell Phone Use**-The school bus radios are there to help ensure student safety and should be used to call for help when needed, check with the office to see if a missing student is absent, or if a student not normally riding the bus should be allowed on the bus. Casual conversations should wait until you are no longer driving. If it is necessary to use a cell phone stop the bus to make the call or answer the call.
- C. Defensive Driving**-Driving in a manner to avoid accident involvement despite adverse conditions created by roads, weather, traffic or errors of other drivers or pedestrians.
- D. Driving Adjustments**-Winter and wet weather driving may require adjusting speed and normal driving practices to compensate for road conditions.
- E. Railroad Crossing**-All vehicles, whether loaded or empty, used to transport people must stop at all railroad crossing, using required procedures. 4-way hazard lights are to be activated before stopping and when crossing the tracks.
- F. Yellow Curbs**-It is not legal to park by a yellow curb such as the entrance to the high school parking lot. Pull ahead into the north end of the bus parking area so the entrance does not get blocked up while you are unloading students.

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- G. Standing Prohibited**-Drivers must not move a bus from a stopped position until all passengers are seated. Students are to remain seated until the bus has stopped.
- H. Dangerous Articles**-No weapons or articles that may be classified as dangerous may be transported on a school bus.
- I. Operating Speed**-No bus driver will operate a bus faster than road, traffic and weather conditions safely permit.

### II. OPERATOR RESTRICTIONS

#### A. Speeding and Moving Violations

Any driver convicted of a moving violation with a school bus will face disciplinary action, which may include suspension or termination.

#### B. Smoking Prohibited

No driver or passenger may smoke on any school bus or Type III vehicle.

#### C. Route Changes Prohibited

No driver is to make changes in the designated pick-up or drop-off bus stops without prior authorization. No stops are to be added, deleted or moved without administrative approval. No driver may deviate from the established route without prior permission except in the event of an emergency or temporary road conditions.

#### D. Seat Belt

Bus drivers must wear seat belts while operating the bus.

#### E. Unauthorized Passengers

Only authorized passengers may be transported in a bus. Any additional passengers must be specifically approved by the administration.

### III. VEHICLE RESTRICTIONS

#### A. Overloads

The maximum passenger capacity of the bus is displayed above the front right windshield. A driver may not operate a vehicle that exceeds the maximum passenger limit. Per District Policy 709, students are not to sit in the last four seats of the bus, unless told to do so by the driver.

#### B. Emergency Doors

Emergency doors must be free and operable. Easy and direct access must be maintained at all times.

#### C. Service Door

The service door must be closed at all times while the bus is in motion.

### IV. PRE-TRIP INSPECTION

#### A. Bus Inspection

Drivers are required to make a pre-trip inspection of the bus before each trip. Failure to do so is a violation of State Law. Defects are to be reported in writing to the bus



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mechanic. Drivers are to check their buses for students, vandalism, and articles left on the bus after each route or trip.

### **B. Safety Equipment**

Drivers are responsible for insuring that the necessary safety equipment is aboard the bus, including fire extinguisher, first aid kit, bodily fluids clean-up kit, flashlight, reflectorized emergency warning device, and any additional items required by the district. Drivers of vehicles for disabled students will ensure all student health information cards are on board the bus.

### **C. BUS CLEANING**

1. Drivers are required to keep the interior of their buses swept and free of trash at all times.
2. Drivers who keep their buses at their homes are responsible for cleaning the exterior of the buses.
3. Windows, flashers, and lights must be kept clean at all times.
4. Activity Trip Drivers need to make sure the bus they drove for an activity is clean after the activity trip.

### **D. FUELING**

1. The driver is responsible for ensuring that the assigned vehicle is adequately fueled before leaving the bus garage.
2. The engine shall be turned off during fueling.
3. Drivers should not fuel with passengers aboard.

### **V. BUS STORAGE**

1. Buses will be stored alongside the bus garage when not in use.
2. Buses not kept at the bus garage must be delivered to the bus garage whenever the driver will not be driving their regular route.

### **VI. STUDENT DISCIPLINE**

Drivers are responsible for maintaining order on the bus. Drivers may never, under any circumstance, physically discipline a student. Drivers have no authority to deny a child the privilege of riding the bus, or drop the student at other than the designated stop. School administration may deny or restrict the bus-riding privileges of a student.

#### **A. Activity Trips - Conduct Standards to be upheld by the operator of the vehicle:**

1. Passengers are allowed to eat snacks or light meals, provided they limit distractions to others, agree to clean up any excess mess, and properly dispose of any trash when they exit the vehicle. A single violation can result in revocation of this privilege.
2. Limited, (brief) use of mobile phones is allowed for the purpose of contacting family, adults, guardians who need to be informed about bus arrival and location issues before departing for home.
3. The bus driver has the authority to request a passenger discontinue the use of mobile phones and other devices, if and when the driver feels inappropriate use is being

made, or it causes potentially hazardous safety issue for the driver. A single violation can result in revocation of this privilege

**VII. REPORTING REQUIREMENTS**

It is the bus driver's responsibility to complete and submit all reports, discipline referrals, time cards, and mechanical defect slips in a timely manner. This includes all requirements pertaining to pre-trip inspections and stop-arm violation reports.

**VIII. TRAINING**

All bus drivers must participate in a minimum of 120 minutes of bus safety in-service each year.

**IX. DRUG AND ALCOHOL MONITORING**

All bus drivers must submit to pre-employment, post-accident, random, and reasonable suspicion alcohol and drug testing.

- A. Pre-employment Testing**-Bus drivers will not be allowed to drive until the employee has been tested for controlled substances and the school district has received the negative test results from the Medical Review Officer (MRO).
- B. Post-Accident Testing**-If a driver is involved in an accident while operating a CMV and the accident resulted in:
  - 1. Loss of human life or,
  - 2. A citation to the driver for a moving traffic violation,
  - 3. An accident resulting in disabling damage to one or more vehicles requiring a vehicle to be towed and a citation is issued to the driver for a moving violation, a controlled substance abuse test must be performed on the surviving driver within 32 hours.
- C. Random Drug/Alcohol Testing**
  - 1. **Drug Testing**--A minimum of 50% of the drivers employed throughout the school year will be tested annually for drugs. A random process will be used to select drivers to be tested.
  - 2. **Alcohol Testing**-A minimum of 25% of the drivers employed throughout the school year will be tested annually for drugs. A random process will be used to select drivers to be tested. The test must be conducted immediately prior or immediately after the time that the driver is scheduled to drive.
- D. Reasonable Suspicion Testing**

The district may require any bus driver to submit to a controlled substance test whenever the district has reasonable suspicion to believe that the driver has violated the prohibitions listed below concerning controlled substances and/or alcohol.
- E. Prohibited Use of Alcohol and Controlled Substances**
  - 1. **Drugs**-No driver shall report to duty or remain on duty when the driver uses any controlled substance, except when the use of the substance is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a vehicle.

**2. Alcohol-**

- a) No driver shall report to duty or remain on duty while having a blood-alcohol concentration of 0% or greater.
- b) No driver shall possess alcohol while on duty.
- c) No driver shall drive within four hours after having consumed alcohol.

**F. Refusal to Submit to Mandatory Testing**

1. Any driver who refuses to submit to any of the controlled substance testing will be immediately removed from any driving responsibilities.
2. The driver will be referred to a substance abuse professional to determine if the driver has a substance abuse related problem which may require treatment.
3. Drivers removed from duty because of refusal of mandatory controlled substance testing must undergo a return-to-duty test.

**G. Testing Procedures**

1. Arrangements will be made at a local collection site, supervised by trained medical people.
2. Samples obtained will be sent to a laboratory certified by the Substance Abuse and Mental Health Services Administration and Health and Human Services.