







B-09 – Supplemental Wage Scale While on Field Trips.....	31
Howell Division .....	32
C-01 – Governance .....	32
C-02 – Hours of Operation.....	32
C-03 – Reporting Absences.....	32
C-04 – Crossing Signal for Students.....	32
Pinckney Division .....	33
D-01 – Governance .....	33
D-02 – Hours of Operation .....	33
D-03 – Reporting Absences.....	33
D-04 – Crossing Signal for Students.....	33

## Article 1 - Introduction

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This handbook has been adopted by the Livingston Educational Service Agency (“Agency”) to establish the wages, benefits, and working conditions for Bus Drivers, Bus Assistants, Substitute Bus Drivers, and the Substitute Bus Assistants in the Agency’s Regional Transportation Collaborative.

Additionally, this handbook outlines the procedures for such employees that have been put in place to ensure a safe and efficient transportation service.

This handbook does not cover every aspect of an employee’s responsibilities and may not address all laws, regulations and rules applicable to the operation of the Agency. Employees covered by this handbook are at-will employees and are responsible for following all Agency and Local District policies, procedures, and guidelines. Nothing in this handbook nor any written or oral statements or personnel policies made now or in the future is intended to create or to constitute an employment agreement.

Any questions about employment expectations or responsibilities should be discussed with an employee’s supervisor or the Agency’s Human Resources Department.

## Article 2 - Definitions

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The following terms are defined:

- A. **Agency.** The Livingston Educational Service Agency.
- B. **Day.** The term, Day, denotes a working day, unless otherwise stated.
- C. **Employee.** The term, Employee, denotes any person employed in any position by the Agency.
- D. **Employer.** The term, Employer, denotes the Board, the Superintendent, and their designees.
- E. **Local District.** The term, Local District, denotes the Agency’s constituent school district that participates in the Regional Transportation Collaborative.

## Article 3 – Employment Procedures

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### Section 3.01 Employment Qualifications

The Agency seeks to recruit and retain employees of good will that strive to provide premier transportation services at all times. Employees are expected to be both qualified and competent both in the operation of the vehicles (as required by their job assignment) and in dealing with and handling students with whom they will interact.

All employees shall meet and comply with all federal, state, and Agency standards, policies, regulations, codes and laws, including but not limited to transportation issues, privacy issues, student record issues and any other issues arising out of their

employment with the Agency.

The Agency shall utilize a pre-employment interview and/or screening program for all candidates for employment. The screening program shall be designed to identify those candidates who may be suitable for assignment to services for all students.

Every bus driver must have and maintain a valid Commercial Driver's License, appropriate to the vehicle that is being driven, with a passenger endorsement as issued by the State of Michigan, together with any applicable Federal licensing requirements.

## Section 3.02 Health and Physical Requirements

Every employee shall be in good health and physical condition to provide services. New employees shall be given pre-employment physicals unless they have successfully passed a physical in the past 12 months for a school transportation job in a Michigan Public School.

Health & Physical examinations shall be required for all bus drivers as established by the Michigan Department of Education and shall be scheduled and paid for by the Agency. Examinations shall occur at least once every two years but may be scheduled more frequently at the discretion of the Agency.

Each driver shall submit to the Agency and also carry when providing services a physicians certificate of examination, all in accordance with applicable legal requirements, in particular the Michigan Pupil Transportation Act.

The Agency may request a clinical examination, either physical or mental or both, at its expense when, in its estimation, the health of the employee is such as to render him/her unfit for service. Employees will not lose wages for examinations required by the employer under this section.

## Section 3.03 Background Checks

The Agency shall require all of its employees that may be in contact with students to be fingerprinted for the purpose of conducting both federal and state criminal background checks as well as a check of motor vehicle operations violations. Each driver shall have a certified safe driving record and no felony conviction for drugs or child abuse or any other felony related to the safe transportation of children, whether or not associated with the operation of a motor vehicle, or conviction at any time of driving under the influence of alcoholic beverages.

Drivers shall have less than six points on his/her driving record pursuant to the State of Michigan points system maintained by the Michigan Secretary of State.

The Agency may utilize the background checks performed by another school district in accordance with the Revised School Code and applicable laws.

## Section 3.04 New Positions

Information about available new positions is posted on the Agency website and is also available in the Human Resources Department. Current Agency employees seeking a particular open position must apply online if they wish to be considered.

## Section 3.05 Vacancies

### A. Vacant Positions

Positions shall be declared vacant when the assigned employee has terminated or transferred to another position.

Vacant positions shall be posted by the Agency for five calendar days. Qualified employees may apply on-line for the vacant position as outlined in the posting. In filling the vacancy, consideration shall be given to seniority, qualifications, and work record.

Any employee selected to fill the vacancy shall have their assignment posted as a vacant position under the same process noted above. Any further vacancies created by this shall be filled at the Agency's discretion and shall not be posted.

The Agency may expedite the posting process when multiple vacancies are likely to result from one initial vacancy. The expedited process shall include a group meeting involving interested and eligible employees that would improve their schedule by at least fifteen (15) minutes per day.

### B. Temporary Vacancies

A temporary vacancy shall be declared when an employee provides notice to the Agency that they shall be, or have been, absent for 20 consecutive workdays. A temporary vacancy shall be filled using the same procedure as vacant positions. Senior drivers able to perform segments of the temporary vacancy may also be considered when there is an operational efficiency. Once the absent employee returns to their position, all employees given new assignments due to the temporary vacancy shall be returned to their former regular assignment.

## Section 3.06 – Route Assignment Process

Annual route selection dates shall be established by the agency and posted on the agency's web site. The route selection date shall be no later than two weeks prior to the first student day of the school year. Drivers and assistants shall be allowed to review routes during times posted by the supervisor on the two regular business days preceding the route selection date and shall be posted on the Agency's website.

Any driver who does not possess a current and valid certification, commercial driver's license or physical exam documents on the route selection day or who cannot complete their route by October 1<sup>st</sup> will not be allowed to participate in the selection process or reserve a route.

- Routes shall be selected in seniority order.
- Time spent by employees bidding on routes is not considered paid time.
- Routes may be bid by proxy with a signed letter authorizing the selection.

Route postings shall include the route description and the following as known at the time of bidding:

- Start and end times
- Stop times
- Total daily and weekly hours

- Number of students
- Number of students with disabilities that require accommodations or behavior plans.

**Route re-bid:** Drivers, that as of the 1<sup>st</sup> student count day of the school year, are driving a route that has changed since the initial route selection bid of the school year by more than 30 minutes per day may request a re-bid. Such request must be in writing and given to the supervisor no later than noon on the Friday following the 1<sup>st</sup> count day. Only routes with hours equal to, or less than, the route originally bid by the driver requesting the re-bid shall be open for bidding, and only drivers that hold such routes are eligible to participate in the re-bid. The re-bid shall take place as designated by the supervisor but no later than October 31<sup>st</sup>. New assignments, resulting from the re-bid, will begin as of the third Monday in November.

**Information to Post:** At the beginning of each new school year, all routes will be posted in advance of the route selection day. Route postings will list the pick-up points, drop-off points, starting time, estimated total daily hours and student information. Employees will be notified via Agency email when and where these routes may be viewed.

**Dry Runs:** Dry runs are required to be completed after bid and shall be paid as approved by the supervisor.

## Section 3.07 Extra Work

A. Extra work shall be assigned using the following categories:

1. Weekly

- i. All work known by 9:15 am on the last scheduled workday of the week preceding the assignment week.

2. Daily

- i. Route vacancies - all route vacancies scheduled for the next day. Morning and afternoon segments may be divided to improve service and efficiency.
- ii. Other daily work - all work scheduled for the next day that is not a route vacancy and was not assigned as part of the weekly assignment.

B. **Emergencies:** Extra work requests received on the day of the event shall be considered an emergency and shall be assigned at the discretion of the district supervisor using an emergency assignment list.

C. **Postings:** All extra work shall be assigned at the time posted by the district supervisor.

D. **Assignments:** Extra work shall be assigned using the following lists of eligible employees starting with the most senior employee eligible to accept the work and with ineligible employees being removed and new employees being added to the bottom of the seniority order:

1. Weekly

- i. The rotation shall start at the top of the seniority list and the rotation



shall continue throughout the year.

2. Daily

- i. The rotation shall start at the top of the seniority list at the beginning of each day

3. Emergency

- i. The same as the weekly except that a separate list will be maintained.

E. Qualifiers:

1. If an employee cannot be reached to accept an assignment they automatically forfeit their turn for that rotation. If a trip is cancelled after it is assigned the employee shall be eligible to choose (on a preferred basis) a trip in the following week that best matches their cancelled trip hours. However, if the employee has already reported to work for the extra trip and it is then cancelled without prior notice the employee shall be paid a one-hour show-up stipend and shall be eligible to choose (on a preferred basis) a trip in the following week. The driver receiving the one-hour show-up stipend may be required by their supervisor to work the hour doing assignments consistent with their job description.
2. Employees that have accumulated more than five unexcused unpaid occurrences per school year are not eligible to select an extra assignment until the next calendar quarter (1/1; 4/1; 7/1; 10/1) unless all other employees in that district are deemed unavailable. Employees are eligible to select an extra assignment in subsequent quarters until they incur one (1) unexcused, unpaid absence occurrence in that quarter.

*Example: Employee #1 has six unexcused, unpaid occurrences in the first calendar quarter, and one absence in each of the next three quarters. Upon reaching their sixth unexcused, unpaid **occurrence** in the first calendar quarter, they are not eligible for an extra assignment for the remainder of that quarter. Beginning in the second, third, and fourth quarters, they are eligible for extra assignments until the first unexcused, unpaid **occurrence** in that quarter is incurred.*

3. Extra trips that conflict with a regular route assignment will be assigned to a sub during the first two weeks of school to help students become familiar with their regular driver. After the first two weeks of school the driver can forego the segment of their regular route assignment (morning, noon, or afternoon) to take the extra trip and a substitute will be used to cover their regular route assignment.
4. Shuttles:(in-district, school-to-school) assigned as part of the extra work assignment process shall be paid at the driver's regular rate of pay.

## Section 3.08 – Summer Assignments

Such assignments shall be offered by district on a rotating basis (to employees assigned to that district), starting with the most senior employee. Employees will only be offered one assignment per rotation. If they are not available to accept the assignment they must wait for the next rotation.

The supervisor shall post a sign-up sheet that the employee will sign by May 15<sup>th</sup> if the employee wants to be considered for summer extra assignments. Employees that decline summer work opportunities (excluding bereavement) three times shall be removed from the list. Some summer work such as bus washing and bus cleaning may be packaged and posted for the entire fleet at each district. The specific cleaning tasks will be delineated when posted.

Employees that have ten (10) or fewer missed days during the regular school year will be eligible to work extra assignments during the summer. Employees that have missed more than ten (10) days (excluding workers' compensation) during the regular school year will only be offered assignments, according to their seniority, after all of those who meet the attendance requirement are deemed unavailable.

### Section 3.09 – Bus Transfers To/From Repair Facilities

Transportation employees shall be assigned (in seniority order) to transfer buses to/from repair facilities. The rate of pay for transferring buses is the driver's regular rate of pay.

## Article 4 – Standards of Conduct

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### Section 4.01 Performance Standards

Every driver shall have successfully completed the basic bus driver education program and continuing education programs as required by the Michigan Department of Education and shall meet and/or comply with all applicable federal and state legal requirements.

Employees are expected to follow all Agency and Local District policies, procedures, rules, and instructions at all times.

The principles listed below require the active daily attention of all employees, including consistent attendance, high standards of driving, thoughtful attention to human relations and cooperation of bus drivers and bus assistants with other persons engaged in the educational tasks of the schools in Livingston County. All regulations and procedures of the Agency are related to these central principles:

- A safe trip.
- Every trip runs on schedule.
- Daily acceptable performance.
- Positive environment for every person on the bus.

### Section 4.02 Professional Development

- A. Drivers shall successfully complete all assigned pre-service training and in-service training covering safety practices, procedures, law, and student care and discipline, in particular the following:
- Training required by the Michigan Department of Education to maintain the

validity of the School Bus Drivers Certificate.

- Topics related to driving skills, behavioral problems, and public relations with students, parents and school personnel, first aid, basic medical information, emergency procedures, student evacuation drills, including evasive maneuvers, pre-trip procedures, accident procedures, etc.
- Training to meet requirements in first aid, adult/child/infant Cardio Pulmonary Resuscitation, administration of medications such as EpiPens, handling infectious diseases, blood borne pathogens, and behavior management.

## Section 4.03 Cell Phone Use

Recognizing that personal cell phone use (including smart phones) by school bus drivers or bus assistants during vehicle operation poses a potential safety risk, LESA drivers and assistants shall not use personal cell phones while the school bus is in operation (not even to listen to music).

A bus is considered “in operation” whenever the bus is on the road. Drivers and assistants must devote full attention to their task. To avoid distraction, personal cell phones must be silenced or turned off when the bus is in operation. To avoid any possible perception of illicit cell phone use, drivers and assistants may not wear Bluetooth earpieces or similar devices.

Cell phones may be used in an emergency situation if two-way radio communication is not effective. In these cases, the bus must be secured in a safe location prior to cell phone use.

## Section 4.04 Radios

Radios are provided in every school bus. If during bus inspections it is determined that the radio is malfunctioning, employees must immediately notify the dispatcher to resolve the matter. Radios are provided for safety and dispatching reasons. The following are prohibited with regards to the usage of radios:

- Radio usage for personal reasons. All transmissions must pertain to official school transportation business.
- Transmitting while someone else is using the radio. Wait until they clear before transmitting.
- Transmitting confidential information.

## Section 4.05 Family Members

Family members may not ride the bus with an employee or be in the employee work areas (including the lounge) without the express written permission of the Supervisor.

## Section 4.06 Conduct on Extra Trips

Lateness and/or other unprofessional behavior on extra trips will not be tolerated.

Drivers must stay with the bus at the location of the trip unless otherwise instructed. Drivers must have permission from the teacher or coach and receive prior authorization from the transportation supervisor to leave the site of the trip for any reason.

## Section 4.07 Drug Use Prohibition and Prevention

Drivers or aides shall not use tobacco products, including tobacco alternatives (i.e. e-cigarettes), or possess, consume or be under influence of alcoholic beverages or controlled substances during paid hours, or prior to undertaking such duty within the time frames specified in applicable legal requirements, in particular the Pupil Transportation Act, or otherwise in the exercise of reasonable judgment.

The Agency shall conduct or cause to be conducted tests under applicable legal requirements to determine the presence of illegal drugs, controlled substances, or alcohol. Such tests shall be administered to:

- A. Any driver involved in an accident while working but not absolved of fault at the scene of the accident by a Law Enforcement Officer.
- B. Any driver or aide whom the Agency has reasonable cause to believe has reported to work or is otherwise on school property while under the influence of drugs or alcohol.
- C. Any driver selected for random drug and alcohol tests.

Any employee who receives a screening and confirmation drug test by the medical review office (MRO) or a confirmed test of alcohol concentration .02 or greater will be immediately discharged.

## Section 4.08 Appropriate Dress and Grooming

Employees may dress casually, but be aware that you are representing the Agency and the district you are serving. Your clothing should be appropriate. For the purposes of safety whenever you are representing the Agency and being paid all footwear must have an enclosed heel, covered toes, and a sole that provides ample traction. If you have a question about what is permissible please contact your supervisor. Employees wearing inappropriate clothing may be sent home without pay.

## Section 4.09 Reporting Traffic Violations

Traffic violations incurred outside of work shall be reported by the employee to their supervisor within 24 hours of receiving the ticket.

## Section 4.10 School Bus Idling

### A. Pre-Trip Inspection

1. Your bus may idle during the pre-trip inspection as many of your required checks depend on the bus running.
2. If the temperature is above 40 degrees, you must shut your bus off after completing your pre-trip.
3. If the temperature is below 40 degrees, you may allow your bus to continue

to idle. The maximum idle time in this situation is fifteen minutes.

#### B. Special Situations

During periods of extreme cold, the mechanics will start the fleet at a temperature chosen in conjunction with the office staff. This temperature will vary due to multiple factors.

#### C. AM Unload at School

You must shut your bus off if you are sitting for more than 5 minutes. The bus will retain enough heat to keep the students safe and comfortable. Be sure to turn your key to accessory to allow the 2-way radio to function, as well as shutting down any blowers or fans to save the batteries.

#### D. Before Noon Route

Unless otherwise noted on the message board, no idling is allowed prior to the noon routes.

#### E. Before PM Route

Unless otherwise noted on the message board, no idling is allowed prior to the PM routes.

During periods of extreme cold, some or all of the idling restrictions above may be lifted. Be sure to check the message board for information. If you feel there is a special situation involving your bus or route that requires you to act outside of the policies listed above, please see the mechanic on duty.

### Section 4.11 Route Adherence and Accuracy

The established route directions are to be followed as written, unless doing so presents a clear and immediate danger to students and staff, would violate traffic laws, or there is a legitimate cause to deviate as described below.

Office staff must preapprove permanent deviations from the scheduled route. Deviations include travel path, including turn around location, pick up/drop off locations, and pick up/drop off times.

Temporary deviations due to missing students are allowed, as long as the scheduled times for the students on board are not adjusted.

If you are aware of a significant deviation due to temporary changes such as absent students, report this to the dispatch staff. They will advise if they intend to contact parents to ask permission for the earlier pick up and drop offs, or if you should secure your bus and wait for the scheduled times. Do not modify parent pick-up times without approval from your Supervisor.

Permanent changes or schedule inaccuracies must be reported to the router. For the purposes of this section, a student who has not ridden for over a week without any contact from the parent(s) is considered a permanent change and must be reported to the router.

### Section 4.12 Official Correspondence

Most official communication to employees is via Agency email. Make sure you have access to your account, and check it several times a week. Copies of communications

may be placed on the various information boards, but this is not required.

## Section 4.13 Fueling Buses

Employees are not permitted to fuel a bus unless they have completed all required training on the “underground storage tank A/B system” and have a “Class C Operator” permit.

Buses are to be fueled whenever the level indicated is below  $\frac{1}{2}$  at the conclusion of a route. Substitute drivers are required to fuel regardless of the fuel level. Buses used for other than regular routes must be filled at the conclusion of each use.

Fueling is to be completed during any paid downtime, such as a scheduled layover or package hour time generated by missing students.

## Section 4.14 – Cleaning Buses (Exterior)

Buses should be cleaned whenever needed to maintain a safe and appropriate environment for transporting students, or as directed by their Supervisor. Bus washes should be limited to no more than one time every other day.

## Section 4.15 – Interactions with Parents

Drivers and assistants may share information with a parent about how that parent’s child is doing on the bus. Staff should try to establish a good relationship with them. When parents see that the bus staff cares about the welfare of their students, they will provide support when approached for help with problems.

Avoid the following pitfalls when dealing with parents:

- Never argue with parents
- Do not discuss other students on the bus outside of their own children.
- Do not discuss your coworkers with parents.
- Never make deals or changes to the route with parents.
- Never lose your temper when discussing matters with parents.
- Never attempt to discuss or handle problems with a parent through the open door of a bus.
- Never tell a parent how to manage students who ride your bus.
- Never allow unauthorized persons on your bus.

If a parent approaches you during a route, politely explain that you must meet your schedule. Show interest and invite them to contact you at the office. At the end of your route, or if they need immediate assistance, contact the dispatcher.

# Article 5 – Emergency Situations

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## Section 5.01 Bus Breakdowns

Any mechanical failure or other problem that impairs an employee's ability to continue the route must be immediately reported to the dispatcher. The dispatcher will provide instructions applicable to the situation. Employees shall not abandon a bus in distress.

## Section 5.02 Accident Procedures

- In the event of an accident that in the judgment of the driver is not life threatening, contact dispatch.
- If it appears there have been significant injuries, contact 911 first. If the driver does not have a cell phone available, dispatch should be contacted using the two-way radio or a cell phone available at the scene should be used.
- Students should remain on the bus if at all possible. Evacuate only if absolutely necessary.
- The bus driver must collect the seat location of students on board during the accident. Do not discuss the accident with any parties other than the police and office staff.
- If medical personnel decide to remove students from the bus, ask where the student is being taken.
- Refer to local district policies for additional guidelines.

## Article 6 - Safety Program

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The Agency acknowledges that safety is a paramount concern, and accordingly, employees of the Agency shall comply with all aspects of the safety program. The safety program shall include, but not be limited to, scheduled safety meetings for drivers and aides and at a minimum shall meet and/or comply with all applicable federal and state legal requirements.

Suggestions for training and/or safety meetings subjects should be directed to a Supervisor. All constructive suggestions are appreciated.

### Section 6.01 "Empty Bus" Program

Children, especially very young children, may not always get off the bus at their appointed stop. A child's health could be seriously threatened if left on a bus unattended for an extended period of time, depending on the weather conditions, temperature, location and other factors. The leaving of a child on a bus by a bus driver and assistant shall result in immediate termination for both.

To prevent the leaving of students on the school bus after the completion of a route, the bus driver and assistant may complete a quick check for remaining students. Once back at the transportation facility a formal inspection after each route shall be completed by walking to the back of the bus and inspecting around and under all seats. The driver shall then hang a sign, provided by the Agency, in the back door window of the bus (Note: Some busses are equipped with a Child Reminder System (CRS). The CRS does not replace the employee's responsibility for placing the empty sign in the rear window of the bus).

If a bus is found without a sign while parked at the transportation facility, the staff

member will immediately check the bus for students and then report this action to the supervisor.

Buses are not to drive outside of the transportation facility with the sign displayed in the back door window.

## Section 6.02 Bus Inspections

### A. Pre Trip Inspections

The school bus driver is expected to make a safety inspection of their vehicle before receiving any passengers. The safety inspection is to be documented using the form provided by the local district. The safety inspection form is to be turned in on a daily basis; any mechanical issues are to be documented. If the driver is concerned about the immediate safety of their bus, the driver is to contact the supervisor, or if the supervisor is not available the driver is to contact the dispatcher on duty. During the pre-trip inspection, the driver must remove the "Empty Bus" Program sign until the end of his or her route.

### B. Post Trip Inspections

The school bus driver is expected to complete a post trip inspection during which they close all windows, hatches, and doors. They then inspect the interior of the bus for vandalism, lost articles, remaining students, etc. and hang the designated sign in the rear emergency door. The exterior of the bus is then inspected for anything out of the norm and document findings on the designated form.

## Section 6.03 – Bus Maintenance Requests

Drivers shall submit a completed Daily Vehicle Inspection Report to communicate maintenance needs to the garage staff. More time critical issues may also be communicated verbally in addition to but not in place of written documentation. If you are ever instructed by the garage staff to discontinue an issue you feel needs repair, report your concerns to the supervisor.

## Section 6.04 – Practice Evacuations

Employees are required to perform three practice evacuations per student group during the school year.

# Article 7 - Staff Performance

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## Section 7.01 Evaluations

The supervisor shall complete an evaluation for each employee at least once per school year. Evaluations shall be based on each employee's performance in the following categories:

- A. Safety: Performing all duties without at-fault accidents, tickets or formal complaints and in accordance with applicable laws, as well as agency policies,



guidelines, and instructions.

- B. Attendance: Coming to work consistently and working the scheduled work shift; arranging appointments and personal business so as not to interfere with scheduled duties.
- C. Cooperation: Cooperates with parents, school districts, and the agency staff to make operations run smoothly.
- D. Attitude: Exhibits a positive, proactive attitude and seeks solutions to problems rather than placing blame or merely complaining.
- E. Communication: Informs supervisors about conditions requiring attention and listening to parents, students, and staff regarding concerns.
- F. Contributions: Using innovation and shared thinking to resolve problems, making suggestions and working toward common goals of the department.

Employees have a right to attach to their evaluation a written statement as permitted by law.

## Section 7.02 Accident Review Committee

Accidents resulting in an injury or over \$1,500 estimated damage will be addressed by the Accident Review Committee.

The purpose of the Accident Review Committee is to provide a fair and uniform process to evaluate and determine post-accident activities with the overall objective of reducing or eliminating repeated accidents. The committee shall review all accidents to determine the preventability of the accident and the level of compliance with Agency policies and procedures.

The concept of preventability is based on the premise that drivers are expected to meet a higher standard of performance than the average motorist. It is self-evident that the professional driver should be able to observe and assess the behavior of pedestrians and other drivers and recognize those actions that may create hazardous conditions and take every reasonable measure to avoid involvement in an accident.

The committee shall review the accident for defensive driving and preventability, not for legal fault. The fact that a driver, who becomes involved in a vehicle collision, is not legally at-fault does not mean the driver could not have prevented the accident.

The committee shall consist of three members, the Transportation Director, the supervisor, and a certified trainer.

The Director will apply the following guide to determine the applicable progressive post-accident action:

Preventability	Action
First preventable accident within current fiscal year with or without property damage and/or injuries.	Re-training, written reprimand, and up to 3 days suspension without pay.

Preventability	Action
Second preventable accident within current fiscal year with or without property damage and/or injuries.	Termination of employment as a bus driver. Employee may appeal to be retained as a bus assistant.
Two preventable accidents within three years of the current accident under review.	Re-training, written reprimand, and up to 5 days suspension without pay.
Three preventable accidents within three years of the current accident under review.	Termination of employment as a bus driver. Employee may appeal to be retained as a bus assistant.
Preventable accidents where bus rear-ended other vehicle, failed to stop at a stop sign or traffic light, failed to yield, struck a pedestrian or other similar serious singular event.	Progressive discipline steps may be accelerated to a more severe response level, including termination.

Employer may require additional follow-up depending on the nature of the accident. Additional requirements may be at the employee's expense.

### Section 7.03 Retraining

The Agency may require retraining after a preventable accident or incident or after a driver's evaluation. A driver assigned such retraining may not continue to provide services until such retraining has been successfully completed.

### Section 7.04 Performance Improvement

Performance improvement may be suggested whenever the Agency believes that an employee's performance is less than satisfactory and can be resolved through adequate counseling. Corrective counseling is completely at the discretion of the Agency. The Agency expressly reserves the right to discharge "at will." Even if corrective counseling is implemented, it may be terminated at any step at the discretion of management. The Agency, in its sole discretion, may either warn, reassign, suspend, or discharge any employee at will, whichever it chooses and at any time.

The Agency will determine the course of action best suited to the circumstances. The steps in performance improvement are as:

#### A. Verbal Counseling

At the first step in correcting unacceptable performance or behavior, the supervisor will review pertinent job requirements with the employee to ensure his or her understanding of them. The supervisor will consider the severity of the problem, the employee's previous performance appraisals and all of the circumstances surrounding the particular case. A written warning, probation, or possible termination could result if the problem is not resolved at this level. The supervisor will document the verbal counseling for future reference but it will not become part of the employee's personnel file.

## B. Written Reprimand

If the unacceptable performance or behavior continues, the next step is a written reprimand. Certain circumstances, such as violation of a widely known policy or safety requirement, may justify a written reprimand without first using verbal counseling. The written reprimand defines the problem and how it may be corrected. The seriousness of the problem will be emphasized, and the written reprimand shall indicate that probation or termination or both, may result if improvement is not observed. Written reprimands become part of the employee's personnel file.

## C. Probation

If the problem has not been resolved or the circumstances warrant it, or both, the employee may be placed on probation. Probation is a serious action in which the employee will be advised that termination will occur if improvement in performance or conduct is not achieved within the probationary period. The Director of Transportation and the designated supervisor, after review of the employee's performance improvement documentation, will determine the length of probation. Typically, the probation period should be at least two weeks and no longer than 60 days, depending on the circumstances. A written probationary notice to the employee will be prepared by the Director of Transportation who shall meet with the employee to discuss the probationary letter and answer any questions. The employee should acknowledge receipt by signing the letter. If the employee should refuse to sign, the Director of Transportation may sign attesting that it was delivered to the employee and identifying the date of delivery. The probationary letter becomes part of the employee's personnel file.

On the defined probation counseling date or dates, the employee and the Director of Transportation will meet to review the employee's progress in correcting the problem that led to the probation. Brief written summaries of these meetings shall be prepared with a copy provided to the employee and a copy placed in the employee's personnel file.

At the completion of the probationary period, the Director of Transportation and the designated supervisor will meet to determine whether the employee has achieved the required level of performance and to consider removing the employee from probation, extending the period of probation, or taking further action. The employee will be advised in writing of the decision. Should probation be completed successfully, the employee will be commended, though cautioned that any future recurrence may result in further disciplinary action.

## D. Suspension

A two or threeday suspension with or without pay may be justified when circumstances reasonably require an investigation of a serious incident in which the employee was allegedly involved. A suspension may also be warranted when employee safety, welfare, or morale may be adversely affected if a suspension is not imposed.

In addition, and with prior approval of the Director of Transportation, suspension without pay for up to three consecutive working days may be imposed for such proven misconduct as intentional violation of safety rules on the job. These examples do not limit the Agency's use of suspension with or without pay in other appropriate circumstances, such as the need to investigate a serious incident. In implementing a suspension, a written counseling report shall be issued to set forth the circumstances justifying the suspension. Such a report shall become

part of the employee’s personnel file.

### E. Termination

The employee is notified of the termination by the Director of Transportation and will be directed to report to the personnel department for debriefing and completion of termination documentation. Involuntary termination is reserved for those cases that cannot be resolved by corrective counseling or in those cases where a major violation has occurred which cannot be tolerated. Terminations are to be treated in a confidential, professional manner by all concerned.

## Section 7.05 Attendance Expectations

Employees are expected to come to work on all days they are scheduled.

Attendance issues include tardiness, excessive absenteeism, failure to report (no call /no show), pattern of absences (missing certain days of the week, etc.), or an approved absence without pay (Approved AWOP). Attendance issues will be subject to a separate improvement plan.

Instance Number	Attendance Issues	Failure to Report	Tardy	Absence Without Pay
	All other attendance related issues not itemized in the following table.	Employee does not report at designated time, does not report absence before assigned route departs from garage or origin point.	Employee reports to work after the scheduled report time but still completes the route.	Employee does not complete scheduled assignments, and does not have approval or available time off for absence.
1	Verbal Warning.	Written Reprimand, Removal from extra work sheet.	Verbal Warning.	Written Reprimand, Removal from extra work sheet, no longer eligible for summer assignment.
2	Written Reprimand.	Unpaid Suspension, Length TBD.	2 <sup>nd</sup> Verbal Warning.	2 <sup>nd</sup> Written Reprimand, Moved 1 Position Lower on Seniority List.
3	2 <sup>nd</sup> Written Reprimand	Termination Hearing.	Written Reprimand.	1 Day Unpaid Suspension, Moved 1 Position Lower on Seniority List.
4	Suspension, Length TBD.		2 <sup>nd</sup> Written Reprimand.	Unpaid Suspension, Length TBD, Moved 5 Positions Lower on Seniority List.
5	Termination Hearing.		Suspension or Termination Hearing.	Termination Hearing.

One instance of an attendance issue will be rolled back per school year.

## Section 7.06 Dispute Resolution

An Employee that has a concern or issue related to their work or workplace should first communicate these issues to their supervisor. If after meeting with the supervisor the employee still feels their issue is unresolved, they may contact the Regional Transportation Director and request a meeting. If still unsatisfied after this meeting, a meeting with the Superintendent or his designee may be requested.

## Article 8 - Seniority & Loss of Seniority

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### Section 8.01 Seniority

- A. Seniority shall be based on the District in which the employee typically works.
- B. Seniority shall be defined as length of continuous employment since last date of hire in the district to which the employee is assigned for employees who worked in that district prior to July 1, 2010. Employees hired on or after July 1, 2010 seniority is defined as length of continuous service since the last date of hire. For the purpose of determining seniority only, continuity of employment shall not be considered broken by approved leaves of absences or when operations affecting the employee are temporarily suspended by the employer. Seniority shall not accrue during unpaid leaves of absence of more than thirty (30) cumulative days per year or while an employee is on layoff status.
- C. Ranking of new employees with the same seniority shall be by alphabetical order using the last name by which each employee was first hired.

### Section 8.02 Loss of Seniority

- A. An Employee will lose his/her seniority and his/her name will be removed from the seniority list and the Employee will be terminated from employment when one or more of the following events occurs:
  - 1. The Employee quits, retires or is discharged.
  - 2. The Employee has been laid off for more than one (1) year.
  - 3. The Employee has been on an unpaid leave of absence for a period of time exceeding their accumulated seniority days or four years, whichever is less.

## Article 9 - Compensation

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### Section 9.01 Payroll Procedures

Employees will document their hours on a weekly timesheet. This sheet will have spaces to record any extra work, and spaces to record actual time worked if the assigned route exceeds the scheduled hours. Below are some important rules and procedures to follow when documenting your times:

- A. If you exceed your scheduled hours, record the actual time worked. Then, have a dispatcher review and sign your extra time as soon as practicable. The dispatcher may refer you to a supervisor depending on the nature of the extra time.
- B. Be sure to review your timesheet at the end of the week and sign the signature line before submitting it to the dispatcher.
- C. Timesheets are due on Friday after completion of the final run. Timesheets will be accepted no later than noon on Monday. If you are consistently late, you may miss a check date and be subject to a performance improvement plan.

## Section 9.02 Package Hours

Route times shall include 15 minutes for morning segments, 5 minutes for noon segments, and 15 minutes for afternoon segments per day for the purpose of completing necessary pre- and post- trips as well as fueling, paperwork, and bus washing.

Package Hours are compiled as accurately as possible, but adjustments will be made for any clerical errors. Additionally, any permanent changes to the package will cause the hours to be adjusted either up or down to suit the revised route. A permanent change includes students who move out of district, students that are reassigned to other routes/schools, students who have not ridden for over a week without contact from the parent, or any other change that it is not reasonable to assume is transient in nature.

If an outbound route concludes early, the Employee is required to remain on premises until the conclusion of paid time. Likewise, if a route is missing students on the inbound side the Employee is required to report at the scheduled time. While on paid time, other duties may be assigned that fit within the originally scheduled route time.

## Section 9.03 Wages *{modified and re-formatted}*

Employees shall move steps on the wage scale based on a combination of time worked for the Agency in their assigned job and with an annual evaluation that provides evidence the employee has met the performance expectations as established within this Handbook. All increments occur on July 1<sup>st</sup>.

Scale	Increment Criteria	Driver	Assistant
Step #1	Effective at time of hire.	\$14.92	\$11.16
Step #2	Eligible July 1 <sup>st</sup> following date of hire.	\$15.72	\$12.36
Step #3	Eligible one year after Step 2.	\$16.79	\$13.56
Extra Trips not assigned from, or as part of, a package.	N/A	\$15.01	N/A
Step #4 <i>(Effective 07/01/17)</i>	Eligible after 7 full years of service.	\$17.49	N/A

Meetings, Professional Development, and Summer Cleaning.	N/A	\$12.24	\$9.18
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Drivers shall receive the same rate of pay for working on a temporary basis in a neighboring district as they would receive if they were working in the district they are assigned a regular package. Supervisors are not obligated to use drivers for temporary assignments that are not assigned a regular package in their district.

All bus driver trainees shall receive \$12.06/hr. while training with a certified trainer.

The starting rate of pay for substitute bus drivers shall be \$14.47/hr. and shall increment to \$14.72/hr. on the 1<sup>st</sup> of July immediately following their start date.

The starting rate of pay for substitute bus assistants is \$11.06/hr. and shall increment to \$12.24 on the 1<sup>st</sup> of July following the 5<sup>th</sup> anniversary of their start date.

## Section 9.04 Overtime

Each employee is responsible for keeping his or her weekly hours under 40 for the week. Any time in excess of 40 hours shall be pre-approved by the supervisor and shall be paid at 1.5 times the hourly rate for all hours actually worked in excess of 40. For purposes of overtime, the workweek is Sunday through Saturday.

## Section 9.05 Attendance Merit Incentives

All regular employees (excluding substitute employees) shall be eligible annually for the incentive, according to the following:

- A. An employee who uses no sick leave from the period commencing July 1 and ending January 31 shall be eligible for a three hundred (\$300) attendance merit incentive payment and may elect to be paid for up to one unused personal business day. An employee who experiences only one (1) occurrence during this period of time shall be eligible for a one hundred (\$100) attendance merit incentive payment. Payment for such incentive payments shall be made by March 15<sup>th</sup>.
- B. An employee who uses no sick leave from the period commencing February 1 and ending June 30 shall be eligible for a three hundred (\$300) attendance merit incentive payment and may elect to be paid for up to one unused personal business day. An employee who experiences only one (1) occurrence during this period of time shall be eligible for a one hundred (\$100) attendance merit incentive payment. Payment for such incentive payments shall be made by August 15<sup>th</sup>.
- C. For purposes of this section, an occurrence of sick leave is defined as any legitimate use of a partial day, a full day or more than one (1) day, consecutively, as a result of personal or family illness.
- D. In order to qualify for the merit incentive, the employee must be a seniority employee from November 1<sup>st</sup> to June 30<sup>th</sup>.
- E. An employee who has more than twenty (20) accumulated sick days as of June 30<sup>th</sup> shall be eligible to convert up to three (3) days at \$100 per day.

# Article 10 - Fringe Benefits

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## Section 10.01 Voluntary Health & Supplemental Benefits

Health Benefits available as required by the Affordable Care Act. Supplemental benefits are available as published.

## Section 10.02 Term Life Insurance

The Board will pay the annual premium for each employee that typically works at least 25 hours per week\* for a \$10,000 term life insurance policy. Each qualifying employee with five (5) or more years of seniority shall be eligible for a board-paid term life insurance policy of \$15,000.

*\*Based on packaged hours only.*

## Section 10.03 Authorized Time Off

### A. Sick Time

Employees not on leave shall be credited with three (3) sick days on September 1 and three (3) sick days on January 1. Employees hired after the beginning of the regular school year or employees on leave shall receive a pro-rated number of days based on the number of calendar days scheduled to work for the school year.

Any sick leave days not used by the end of the school year shall carryover to the following year, up to a maximum of 100 days.

The employee may be required to provide a doctor's verification of the need for the absence. Failure to comply with such a request will result in the withholding of pay for such leave days.

Criteria for utilization of sick leave days shall be:

- Personal illness, injury or quarantine.
- Serious illness in the immediate family, e.g., husband, wife, child, father or mother.

The Employee shall notify the administration of his/her impending absence stating the nature of absence. Each Employee shall give such notification at least 90 minutes prior to his/her scheduled on-the-job starting time.

The Employee may be required to give a written, signed statement indicating the reason for such absence when reporting to work on the first working day following his/her absence. Failure to comply with such a request will result in the withholding of pay for such leave days and shall subject the employee to disciplinary action up to and including discharge.

Accumulated sick leave time shall terminate upon severance of employment.

Sick leave charged will be prorated based on the number of hours taken off,



divided by the number of hours scheduled for the day, rounded to the nearest tenth of an hour.

## B. Personal Business

- a. Use of personal business days must have prior administrative approval. Only two employees per job classification will be approved to use Personal Time per day. These absences shall be considered in the order received. Requests for time off will not be accepted more than 60 days in advance.
- b. This leave shall be used only for the purpose of conducting personal business which cannot normally be transacted after work, on weekends, between runs or during vacation periods.

## C. Holidays

Employees will be paid at regular straight-time rates for the following holidays: Thanksgiving Day; day after Thanksgiving; Christmas Day; day after Christmas Day; day before or after New Year's Day; New Year's Day; Good Friday; Memorial Day. To be eligible for pay for any given holiday, the Employee must work the full day before and the next full scheduled working day after the holiday. If a holiday falls within the first seven (7) days of an absence due to a work related injury, the employee shall qualify for holiday pay.

## D. Jury Duty

An employee who is summoned and who reports for jury duty shall be paid an amount equal to the difference between the amount of salary he/she would otherwise have earned by working on that day and the daily jury fee paid by the court, not including travel allowances or reimbursement of expenses for each day on which he/she reports for or performs such jury duty on which he/she would otherwise have been scheduled to work.

An employee who is subpoenaed shall be released from regular duties without loss of salary to appear in court as a witness in any case connected with the employee's employment or in cases where the Agency is involved. Notwithstanding the above, paid release time shall not be granted for court appearances which are not connected with the employee's employment, or in which the Agency is not involved, or in a case in which the employee initiates against the Agency, or where the employee is one of the defendants except in an agency connected case in which the employee is acquitted.

## E. Bereavement Leave

When death occurs in an Employee's family, e.g., spouse, parent, parent of current spouse, grandparent, grandchild, child, brother or sister, or son/daughter-in-law, the Employee on request will be excused from work for up to five (5) calendar days immediately following the date of death, provided that he/she attends the funeral. The employee may elect to defer the use of up to one (1) day to attend the funeral or memorial service if such services are scheduled later than the five (5) calendar days noted above.

A non-probationary Employee will be excused, on request, for one (1) day to attend the funeral upon the death of an aunt, uncle, niece, nephew, sister-in-law, or brother-in-law.

An Employee excused from work under this Section shall, after making written application, receive the amount of wages he/she would have earned by working

during the straight-time hours on such scheduled days of work for which he/she is excused with pay provided that he/she attends the funeral. Payment shall be made at the Employee's rate of pay, not including premiums, as of his/her last day worked. Paid bereavement time will not be counted as hours worked for purposes of overtime.

#### F. Medical Leave

An employee who receives a written medical authorization to refrain from work for at least two (2) weeks due to a disability may apply for a medical leave of absence without pay. The period of the medical leave shall not exceed six (6) months.

1. No other benefits, excluding seniority, shall accrue. Employees shall have the right to return to their original position with a written statement from the doctor allowing full resumption of job duties.
2. Available paid sick days shall be used concurrently with the medical leave and such use shall not count against a person for purposes of determining eligibility for the attendance merit incentive except that the maximum incentive leave payment shall be \$100.
3. Elective medical procedures shall not qualify for medical leave.

## Section 10.04 Unscheduled Closings

#### A. Suspension of Operations

On any given day every reasonable effort will be made to determine by 5:45 a.m. whether or not Transportation operations will be suspended. If such a decision is made, it will be announced over WHMI (93.5 FM). All Employees are expected to listen for such an announcement.

#### B. Unscheduled School Closings

Employee shall be credited annually with two (2) days that may be used if their scheduled assignment is cancelled due to conditions not within the control of school authorities, as defined in Section 101(4) of the State School Aid Act. Such days shall not carry-over to the next year if they are unused. Pay for such days will be based on the scheduled hours for the cancelled assignment.

#### C. Show-Up Time

1. If operations are suspended after an Employee's starting time, but before the start of scheduled classes, Employees who show up for the beginning of their assignment will be paid one (1) hour of straight time rates if the day is rescheduled. The Employer may assign employees to any work available during such 1-hour period.
2. If no school closing announcement is made, all Employees are expected to report for work as scheduled.
3. An Employee who is unable or unwilling to appear for work as defined above will be charged for the time lost over the interval beginning at the time he/she would have been scheduled to begin work and ending at one of the following three times, whichever occurs first:

- i. The time he/she would have finished his/her scheduled work;
- ii. The time the Agency closes on that day; or
- iii. The time at which the Michigan State Police or the Livingston County Sheriff's Department advises the Employer to close or advises the public in the Employee's home area to drive only in an emergency.

This provision does not apply to the Employee who is reasonably delayed in getting to work because of inclement weather.

## Article 11 - Expense Reimbursement

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### Section 11.01 CDL/License Renewal

The Agency shall reimburse bus drivers for the cost of any required endorsements or license fees in excess of their personal license that are required to perform the work of a school bus driver.

### Section 11.02 Physicals

The Agency shall pay for the actual cost of physicals, excluding mileage and time incurred with regard to the physical. Drivers are eligible for 30 minutes of pay when they complete a required physical.

### Section 11.03 Damaged Clothing or Eye Glasses

The Agency shall not reimburse employees for clothing or eyeglasses damaged while performing work. However, extenuating circumstances shall be considered by the Regional Director upon the receipt of a written explanation and request for reimbursement.

### Section 11.04 Pay for Random Drug Screenings

Employees are eligible for 15 minutes of pay when they complete a random drug screening.

# Brighton Division

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## A-01 - Governance

A monthly meeting shall be held with two representatives from each of: (1) division employees, (2) Agency (Employer), and (3) Local District (Customer).

## A-02 – Hours of Operation

Office: 5:15am – 5:30pm

Bus Wash: 6:00am – 5:00pm (weather permitting)

## A-03 – Reporting Absences

If you are ill and unable to report to work please call the office by 5:30am. Please make certain to speak to one of the office staff. Voice mail should not be used.

## A-04 – Crossing Signal for Students

Drivers must comply with the following procedures when crossing students in front of the bus:

1. Establish eye contact with the student.
2. Raise your index finger to signal “stop and wait” to the student.
3. Raise a second finger to signal “OK to cross and walk” to the student.

## A-05 – Meal Reimbursement

Employees shall be reimbursed up to \$10 for meals on trips that exceed four (4) hours. Actual detailed receipts must be submitted with requests for reimbursement.

## A-06 – Authorized Time Off

Employees who have over 15 sick days in their sick bank may, with the written pre-approval of the supervisor, convert up to 5 of those days into personal days for covering an unusual absence such as an out of state event, anniversary trip, or other similar event. This conversion is subject to the prior approval of the supervisor.

# Hartland Division

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## B-01 – Governance

A monthly meeting shall be held with two representatives from each of: (1) division employees, (2) Agency (Employer), and (3) Local District (Customer).

## B-02 – Hours of Operation

The office is open from 5:15 a.m. until 5:15 p.m. on full days of school unless notified of a change by the supervisor. On half days, office hours are 5:15 a.m. to 3:00 p.m.

Employees will not loan or duplicate school keys/fobs to other persons.

## B-03 – Reporting Absences

If you are unable to perform your work in the a.m. as scheduled due to illness or other reason, you must call the office by 5:15 a.m., and leave your name, bus number, reason for absence, time you leave for each part of your route, and a phone number where you can be reached. It is mandatory that you call back again and speak to someone directly. Transportation hours are 5:15 a.m. until 5:15 p.m.

## B-04 – Crossing Signal for Students

All employees are required to use the “Safety Signal” for loading and unloading K-12 students. All students must wait on the side of road that they reside on. These procedures are to be followed by “all” students loading, unloading, crossing, or staying on the door side of the bus. It is the driver’s responsibility to always report late running students to the office in writing each and every time this occurs.

If it seems out-of-the-ordinary that students are not at a stop in the morning, call dispatch to verify the time and your transmission will be documented by office staff. Do not run early to any bus stop (drop-off/pick-up); you are required to pull over at a safe location to help improve your time. You are required to stop at all bus stops on your route directions even if the student not visible. All unauthorized turn-arounds not indicated on your route sheet must be pre-approved with dispatch.

Students cannot ride any bus other than the one(s) they are assigned.

Kindergarten (KG) and School of Choice (SOC) students must have a parent or appointed person at the bus stop in order to release the student. If no one is at the stop for them, keep the student on and radio the office. Parents of KG and SOC students may elect in writing to allow their student to be released without anyone to meet them at the stop. A student that does not feel comfortable exiting the bus for any reason must keep on. In the event this happens, radio dispatch with the student’s name and you will be instructed on how to proceed.

## B-05 – Student Management

Employees are responsible for the behavior of the all students under their care at all

times. Employees will enforce all bus rules as stated in the Student Code of Conduct and polices/procedures established by the Transportation Department.

## B-06 – Random Drug/Alcohol Testing

Employees will be notified over the radio or in person to report for a random drug/alcohol screen using the code “Code 10-75”. Once you have been notified, you must report directly to the office, and not leave the premises until your screen is completed or it will be considered positive, and will result in termination of employment.

## B-07 – Practice Evacuations

Drivers are responsible for making students aware of what is expected of them during a bus evacuation and what procedures are to be followed. Office staff will be on site for assistance and evaluation of the all scheduled practice drill.

## B-08 – Daycare Opportunity

The district will provide childcare for school aged children for eligible employees at the Hartland Latchkey program during the 16/17 school year.

## B-09 – Supplemental Longevity Payment- Regular Drivers

Effective for the 2016-17 year, drivers with qualifying years in the Hartland RTC (and currently employed in the Hartland RTC) will be eligible for a longevity payment as follows:

Qualifying Longevity Years of Service (Paid at the Completion of):	Maximum Annual Longevity Payment
3 Years	\$387.00
5 Years	\$470.00
7 Years	\$547.00
9+ Years	\$635.00
*To be coordinated with RTC changes in tiers or new longevity/additional incentives.	

A qualifying year is defined as the school year period beginning no later than October 1 of each school year and ending June 30.

In order to qualify for the payment, a driver must physically work a minimum of at least seventy-five percent (75%) of their scheduled days for the 2016-17 year.

Payment will be paid by August 1, 2017. Drivers terminating employment with the Hartland RTC prior to the completion of the current year would not be eligible for the longevity payment.

## B-10 – Supplemental Bonus Payment- Substitute Drivers

Effective for the 2016-17 year, a substitute driver with the Hartland RTC will be eligible to earn a Bonus Payment as follows:

Qualifying Bonus Years of Service Earned	Bonus Payment
0 – 2 Years	\$1.00 bonus per day worked
3 Years +	\$1.40 bonus per day worked

Days worked are defined as any day a substitute driver reports to work for any route assignment, including standby. Payment will not be made related to non-route days (i.e. meetings, training, etc.)

Substitute drivers that are hired as a Hartland RTC regular driver will be eligible for the bonus earned for days worked as a substitute.

Total bonus compensation available for this provision shall not exceed \$2,010. Should total payments exceed the maximum specified, the payment will be prorated for all substitute drivers.

The actual payment will be paid by August 1, 2017. Substitute drivers terminating employment with the Hartland RTC prior to the completion of the current year would not be eligible for any bonus payment.

## B-11 – Supplemental Wage Scale While on Field Trips

A driver, who accepts an extra trip assignment that runs concurrently with their regular route package, will be paid at their regular driver rate during any portion of their regular route package; extra assignment hours falling outside of their regular route package will be paid at the current Field Trip rate.

# Howell Division

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## C-01 – Governance

A monthly meeting shall be held with two representatives from each of: (1) division employees, (2) Agency (Employer), and (3) Local District (Customer).

## C-02 – Hours of Operation

Office: 5:30am – 5:15pm (closed for lunch from 11:30am – 12:30pm).

Bus Wash: 5:30am – 5:00pm.

## C-03 – Reporting Absences

If you are ill and unable to report to work please call the office by 5:30am for morning runs and by 1:00pm for afternoon runs. You may leave a voice mail.

## C-04 – Crossing Signal for Students

Drivers must comply with the following procedures when crossing students in front of the bus:

1. After making a complete and legal stop count the children that have to cross the road.
2. Make eye contact with the students.
3. Raise the paddle with the “red” side facing the students (this signals to the students to wait until it is safe to cross).
4. When you determine it is safe for the students to cross turn the paddle so the “smiley face” faces the children.
5. Count the children after they have crossed.

## C-05 – Meal Reimbursement

Employees shall be reimbursed up to \$10 for meals on trips that exceed four (4) hours. Actual detailed receipts must be submitted with requests for reimbursement.



# Pinckney Division

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## D-01 – Governance

A monthly meeting shall be held with two representatives from each of: (1) division employees, (2) Agency (Employer), and (3) Local District (Customer).

## D-02 – Hours of Operation

Office: 5:15am – 5:30pm.

Bus Wash: 6:00am – 5:00pm (weather permitting).

## D-03 – Reporting Absences

If you are unable to perform your work schedule due to illness or other reasons, call 810-225-3960 and leave a message on the voice mail, **no later than 90 minutes prior to your pull out time.**

Employees shall call in sick personally. Personal time off (PTO) days need prior approval and cannot be arranged on the voice mail.

When calling in, give the following information:

1. Name, route, reason for absence and the time of your first run.
2. How long you will be absent (all day, part of the day).
3. Any extra work such as midday runs, trips, etc., that you are scheduled for during your absence.

Upon return to work, it is the responsibility of the employee to immediately fill out an absentee form.

## D-04 – Crossing Signal for Students

Drivers shall instruct students about the following safety procedures:

1. Students shall move well away from the side of the bus after leaving the bus.
2. Students are not to rush the bus.
3. Students are not to get the mail from the roadside mailbox until the bus has departed.
4. If students must cross the road, they shall be instructed to:
  - a. Move at least 10 giant steps in front of the bus before starting across the roadway.
  - b. Make eye contact with the driver.
  - c. Wait for the proper signal from the driver (PA 187 Section 55 2. (d)).

- i. The raised paddle with the “red” side facing the students (this signals to the students to wait until it is safe to cross).
  - ii. When it is safe for the students to cross, the “green” side of the paddle will be turned to face the students.
- d. Stop at the traffic side of the bus, look left, right and left, and cross – only when approaching traffic is stopped.
  - e. Walk.

Drivers shall count the number of students that leave the bus to cross the roadway and count again before leaving the bus stop to account for all crossing students.

If a vehicle pulls alongside or near the bus to deliver or pick up a student, upon returning to the Transportation Building immediately notify the Transportation Supervisor in writing with the student's and/or parent's name. **Note:** *The Transportation Supervisor will contact the parent about the unsafe practice.*

## D-05 – Meal Reimbursement

Employees shall be reimbursed up to \$10 for meals on trips that exceed four (4) hours. Actual detailed receipts must be submitted with requests for reimbursement.